

NAVSUBSCOLINST 5400.1C
N1
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NAVSUBSCOL INSTRUCTION 5400.1C

Subj: NAVAL SUBMARINE SCHOOL ORGANIZATION AND REGULATIONS
MANUAL

Ref: (a) U.S. Navy Regulations, 1990
(b) CNETINST 5400.9A
(c) CNETINST 5450.6F

1. Purpose. To promulgate subject manual in accordance with references (a) through (c)

2. Cancellation. NAVSUBSCOLINST 5400.1B. This is a major revision and should be read in its entirety.

3. Scope

a. This instruction, which supplements reference (a), is the basic organizational directive of this command. Functional guides herein constitute formal assignment of duties and delegation of authority by the Commanding Officer. These functional guides, however, shall not be interpreted as limiting initiative or discouraging resourcefulness of cognizant individuals.

b. Provisions of this instruction shall not be construed as contravening, altering or amending provisions of references (a) and (b) or directives of higher authority.

c. Provisions of this instruction, though written for simplicity in terms of the generic "he", apply equally to men and women assigned to this command.

4. Objectives

a. To provide, by means of organizational charts and functional guides, a comprehensive and clearly defined presentation of the command's organization.

b. To set forth organizational relationships as well as duties, responsibilities and authority of staff and students.

5. Action

a. Executive Officer shall:

(1) Ensure each department or office discussed herein is organized as described.

(2) Submit timely changes to this instruction for approval in accordance with reference (b).

b. Department Heads shall:

(1) Ensure performance of duties detailed herein to accomplish the command's mission and functions. They are vested with all necessary authority to do so.

(2) Issue necessary instructions on matters relating to specific functions which are the responsibility of a single department without recourse to higher authority, except where command policy is involved.

(3) Deal directly with other Department Heads within the command or on Naval Submarine Base on routine matters relating to discharge of their responsibilities. They will refer to the Commanding Officer, normally via the Executive Officer, on all policy matters, contentious issues, or matters of interest to higher military or civilian authority.

(4) Ensure subordinates are familiar with contents of this instruction as prerequisite to intelligent action and maximum intra-command cooperation.

(5) Submit recommendations for changes or improvements to these regulations in writing to the Executive Officer.

JOHN C. BRANDES

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NAVAL SUBMARINE SCHOOL STANDARD ORGANIZATION AND REGULATIONS MANUAL



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CHAPTER 1

MISSION AND FUNCTIONS

101 - Mission. To train officers and enlisted personnel in the basic knowledge and skills upon which operational submarine commands in the Atlantic and Pacific submarine forces can build competence and proficiency in operating and maintaining submarines and all their systems; to provide functional, refresher, advanced and team training to submarine and submarine support personnel in order to increase and maintain knowledge and proficiency in specific skills; to furnish specific operationally oriented support to submarines to ensure maximum effectiveness of their sensor systems; and to perform such other training and sensor support functions as may be directed by competent authority.

102 - Functions. The following functions are assigned:

a. Carry out all regulations and directives from higher authority pertaining to administration of NAVSUBSCOL; issue such detailed internal directives and regulations as are required for efficient organization and administration of the command.

b. Ensure training courses developed or revised by the command are in consonance with instructional systems development procedures established by higher authority; ensure that the training of all personnel enrolled in the schools and courses established by CNET, at this command, is conducted in accordance with directives and procedures established by higher authority.

c. Ensure military and motivational aspects of training are given strong emphasis equal to the emphasis afforded technical areas.

d. Ensure successful and uniform accomplishment of training in accordance with prescribed course material on a standardized basis. Evaluate instruction and the complete training situation on a continuing basis.

e. Make recommendations to CNET regarding the need for development of new course material and any necessary changes to established curricula.

f. Provide facilities and instruction for submarine refresher training and conduct advanced operational and tactical training for nuclear submarine personnel.

g. Conduct pre-acceptance and periodic review of contractor prepared curricula and other training material when directed by higher authority.

h. Review standards of qualifications in submarines for officer and enlisted personnel as directed by higher authority.

i. Participate in the program to standardize submarine training, including fulfilling all requirements as the lead school for selected curricula in accordance with directions from higher authority.

j. Conduct COMSUBLANT and CNO controlled courses of instruction as directed.

k. Provide facilities for the operational support necessary to ensure maximum effectiveness of specified SSNs (Nuclear Attack Submarines) and sensor systems (acoustic, electromagnetic, visual, electro-optical, and photographic) in support of the Submarine Surveillance Equipment Program.

l. Provide existing courses, or specially tailored adaptations thereof, as directed by CNET, to meet training requirements of the Navy and, to the degree necessary, the Marine Corps, Army, Air Force, Coast Guard, foreign nationals under the International Military Education Training (IMET) Program or Foreign Military Sales (FMS), and civilian personnel attached to Navy industrial activities.

m. Serve as an effective instrument of United States foreign policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals and which assist individual Naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and of the United States while overseas.

n. Exercise effective control over financial operations within the command through sound accounting principles and progressive modernization of programming, budgeting, accounting, and statistical reporting and auditing practices under the Resources Management System of the Department of the Navy.

o. Provide the necessary support as required or assigned in support of the Naval Reserve in fulfillment of its assigned mission.

p. Maintain close liaison with Regional Area Coordinator, or such other commander as he may designate in writing, for emergency and disaster preparedness matters.

q. Ensure that the activity Logistics Support Mobilization Plan (LSMP) is in accordance with CNET LSMP.

r. Ensure adequate attention is given to such programs as the Retention Program, Public Affairs Program, Equal Opportunity Program, and other command programs as directed by higher authority.

s. Ensure effectiveness of Command Managed Programs which includes, but is not limited to Substance Abuse Prevention; Command Evaluation; Civilian Position Management; Occupational Safety and Health; and other similar management programs.

t. Serve as a Dedicated Visual Information Service Activity (DVISA).

u. Perform such other functions as may be directed by CNET.

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CHAPTER 2

ORGANIZATION

201 - Status and Command Relations. Naval Submarine School is a shore activity in an active operating status under a Commanding Officer.

a. Command and Support

<u>Echelon</u>	<u>Command</u>
1	Chief of Naval Operations (CNO)
2	Chief of Naval Education and Training (CNET)
3	Commanding Officer, Naval Submarine School

b. Area Coordination. The command reports for additional duty and is subject to local and regional area coordination as stated in CNETINST 5450.51D.

c. Host Activity. The Host Activity is Naval Submarine Base New London, Groton, Connecticut. Relationship and responsibilities of the Host Activity and Naval Submarine School are delineated in N00129-89-006 ISSA NAVSUBASE/NAVSUBSCOL.

202 - Numerical Designators. Staff numerical designators are as follows:

<u>NUMERICAL DESIGNATOR</u>	<u>TITLE</u>	<u>NORMAL RELIEF</u>
00	Commanding Officer	01
01	Executive Officer	N1
00A	Command Master Chief	Senior MCPO on board
00S	Commanding Officer's Secretary	
00X	Command Safety Officer	
01A	Curriculum and Instructional Standards Officer/Senior Education Specialist	
01AA	Curriculum and Instructional Standards Office Master Chief	

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01A1	Instructional Support Division Officer	
01A2	Curriculum Support Division Officer	
01A3	Media Support Division Officer	
01B	Public Affairs Officer (PAO)	
01C	Chaplain	
01D	Military Affairs/Legal Officer	
01D1	Assistant Legal Officer	
01D2	Drug and Alcohol Programs Advisor	
01E	Security Manager/Security Officer	
01E1	Physical Security Officer	
01E2	Classified Material Control	
01E3	Information Security Officer	
01E4	Chief Master-at-Arms	
01F	Command Evaluation Officer	
01H/ N12/N4C	Contracting Officer's Representative	
01L	Senior Watch Officer	
01M/ N4C	3-M Coordinator	
N1	Training Administrative Officer	N12
N1A	Training Administrative Department Master Chief	
N11	Manpower Analyst	
N12	Administrative Services Branch Head	
N13	Personnel Support Division Officer	
N14	Staff Civil Engineer	

N15	Student Control Division Officer	
N16	Supply Officer	
N17	Budget/Fiscal Officer	
N2	Officer Training Department Head	N2A
N2A	Assistant Depart Head, Officer Training	
N2A1	Officer Training Department Master Chief	
N21	Prospective Executive Officer Course Instructor	
N22	Officer Training Division Officer	
N22A	Student Services	
N22B	SOBC Training Program Manager	
N22C	SOAC Training Program Manager	
N22D	Supply Training Program Manager	
N223	Supply Training Program Manager	
N23	International Military Training/ Pre-Deployment and Prospective Commanding Officer Course Coordinator	
N3	Engineering Training Department Head	N3A
N3A	Engineering Training Department Master Chief	
N31	Nuclear Power Training Division Officer	
N32	Auxiliary/Interior Communications Training Division Officer	
N33	Prospective Nuclear Engineering Officer Training Division Officer	
N4	Combat Systems/Tactics Training Department Head	N4A

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N4A	Combat Systems/Tactics Training Assistant Department Head
N4A1	Combat Systems/Tactics Training Department Master Chief
N4C/ 01H	COMS COR
N4C/ 01M	3-M Coordinator
N4D	Acoustic Intelligence Support Specialist
N41	Sonar Training Division Officer
N41B	Sonar Maintenance Training Coordinator
N411	Sonar Maintenance Training/STS "A" School Branch Head
N412	Sonar Employment Training Branch Head
N42	Weapons Training Division Officer
N42B	Fire Control Maintenance Coordinator
N421	Weapons Maintenance Training Branch Head
N422	Weapons Employment Training Branch Head
N5	Operations/Navigation Training Department Head
N5A	Operations/Navigation Training Department Master Chief
N5B	Department Administrative Support
N51	Electronics Maintenance Training Division Officer
N511	Communications Maintenance Training Branch Head
N512	Electronic Warfare Support Measures Maintenance Training Branch Head

N513	Navigation Maintenance Training Branch Head	
N514	Technical Training Equipment Branch Head	
N52	Navigation/Electronic Operations Training Division Officer	
N521	Officer Training Branch Head	
N522	Radio Operator School Branch Head	
N523	Navigation Operator School Branch Head	
N524	ET Core School Branch Head	
N525	Navigation Operations Training Branch Head	
N6	General Skills Training Department Head	N6A
N6A	General Skills/High Risk Training Master Chief	
N6B	Department Administrative Staff	
N61	High Risk Training Division Officer	
N61B	Master Diver	
N611	Firefighting Training Branch Head	
N612	Small Arms Training Branch Head	
N613	Damage Control Training Branch Head	
N614	Escape Training Branch Head	
N615	Diving Branch Head	
N62	General Skills Training Division Officer	
N621	Basic Enlisted Submarine School Branch Head	
N621A	Basic Enlisted Submarine School Lead Instructor	

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N621B	Military Standards Officer Military Training Instructors
N622	YN/PN Advanced Training Branch Head
N623	Computer Learning Center Branch Head
N624	Officer Training Branch Head
N625	Ship Control Training Branch Head
N626	Drug and Alcohol Program Advisor Course Supervisor
N627	Supply Training Branch Head
N628	Navy Leader Development Program Training Branch Head
N629	Basic Reading Skills Branch Head
N7	Submarine Surveillance Equipment Program (SSEP) Department Head
N71	SSEP Administrative and Support Services Division Officer
N72	SSEP Technical Support Division Officer

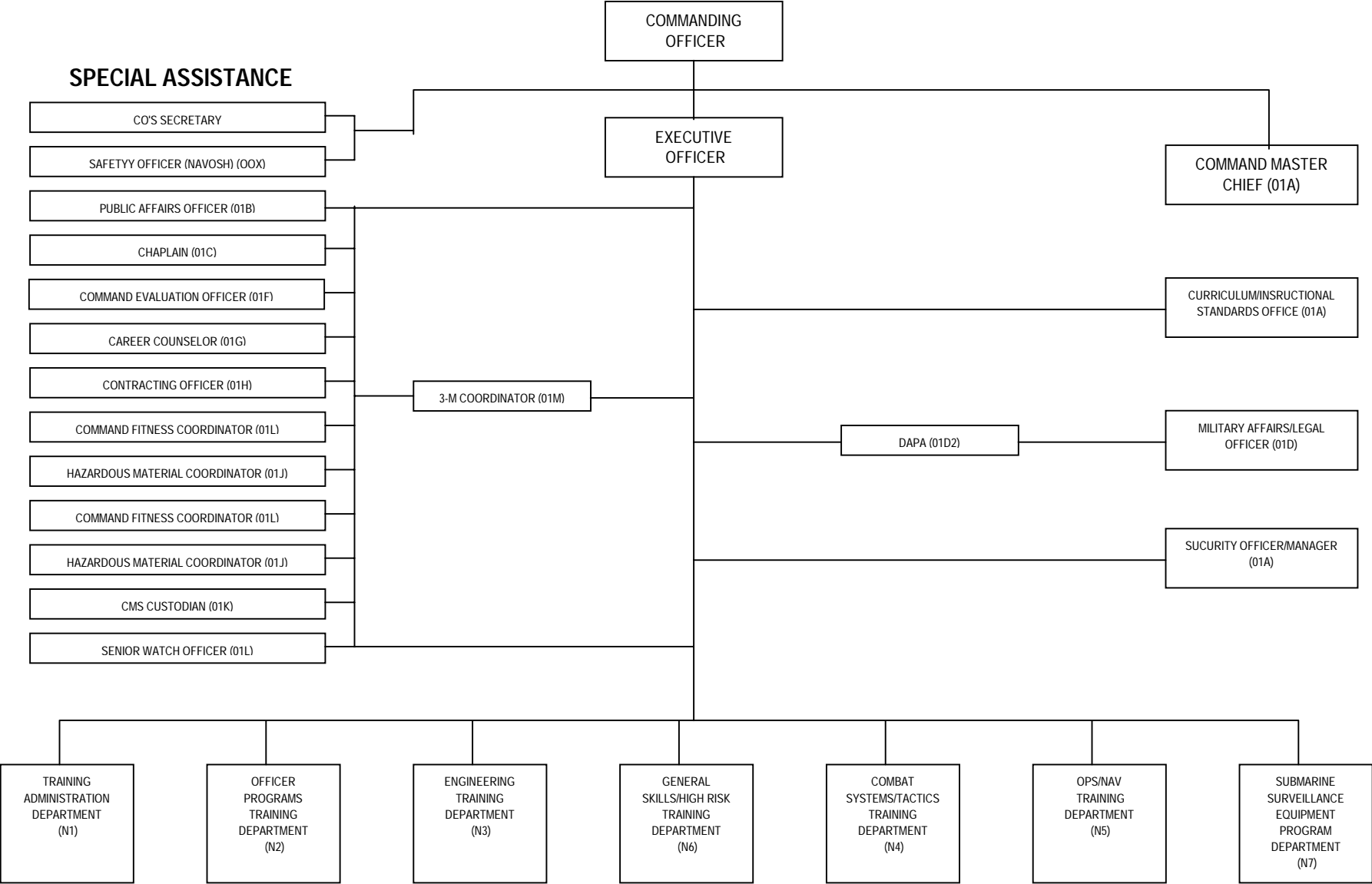
203 - Normal Succession. When Department Heads or special assistants are absent from the facility, they shall be relieved as indicated above, or by the next succeeding officer in that chain of command.

204 - Organizational Structure. NAVSUBSCOL's organizational structure is depicted in the following charts:

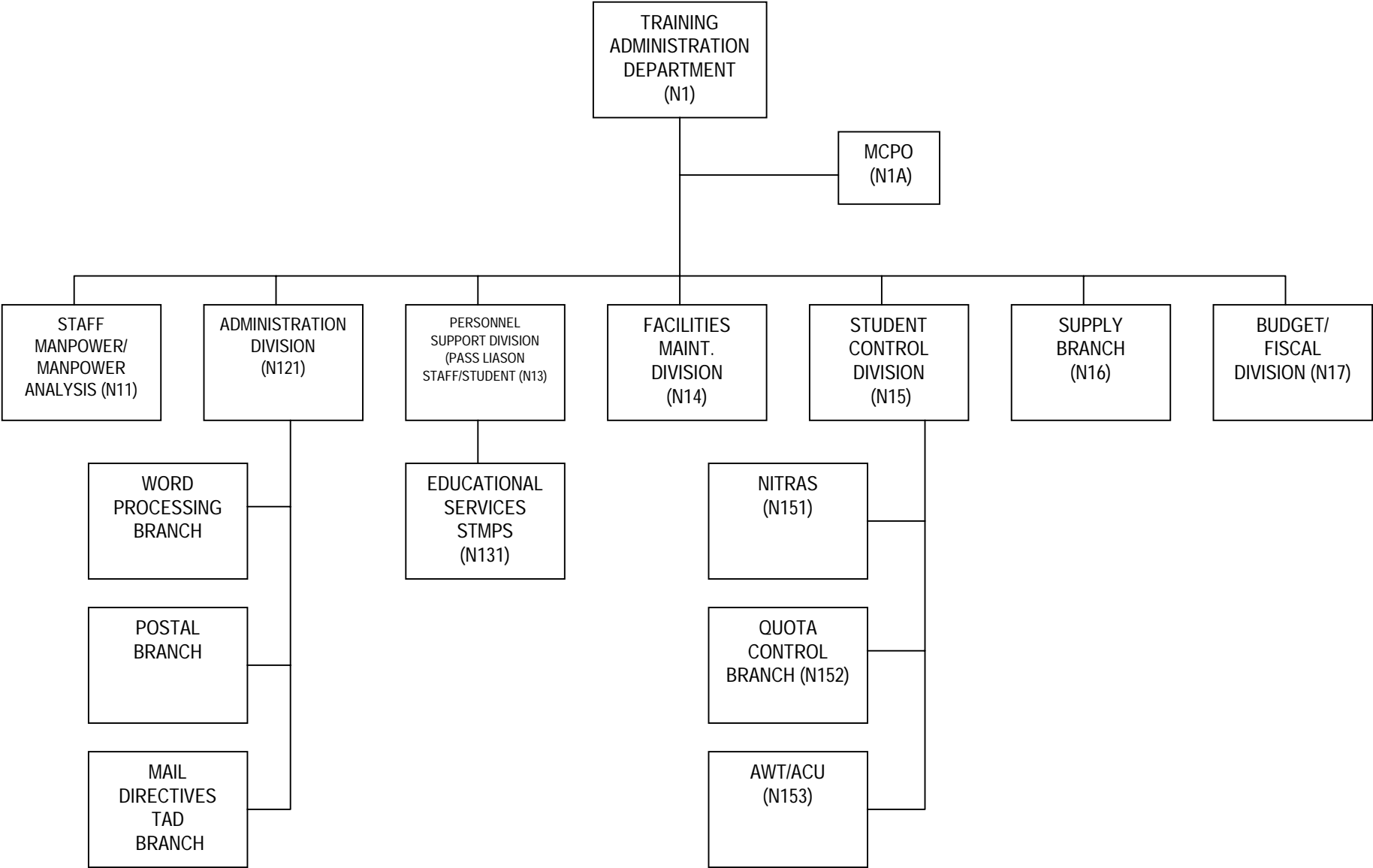
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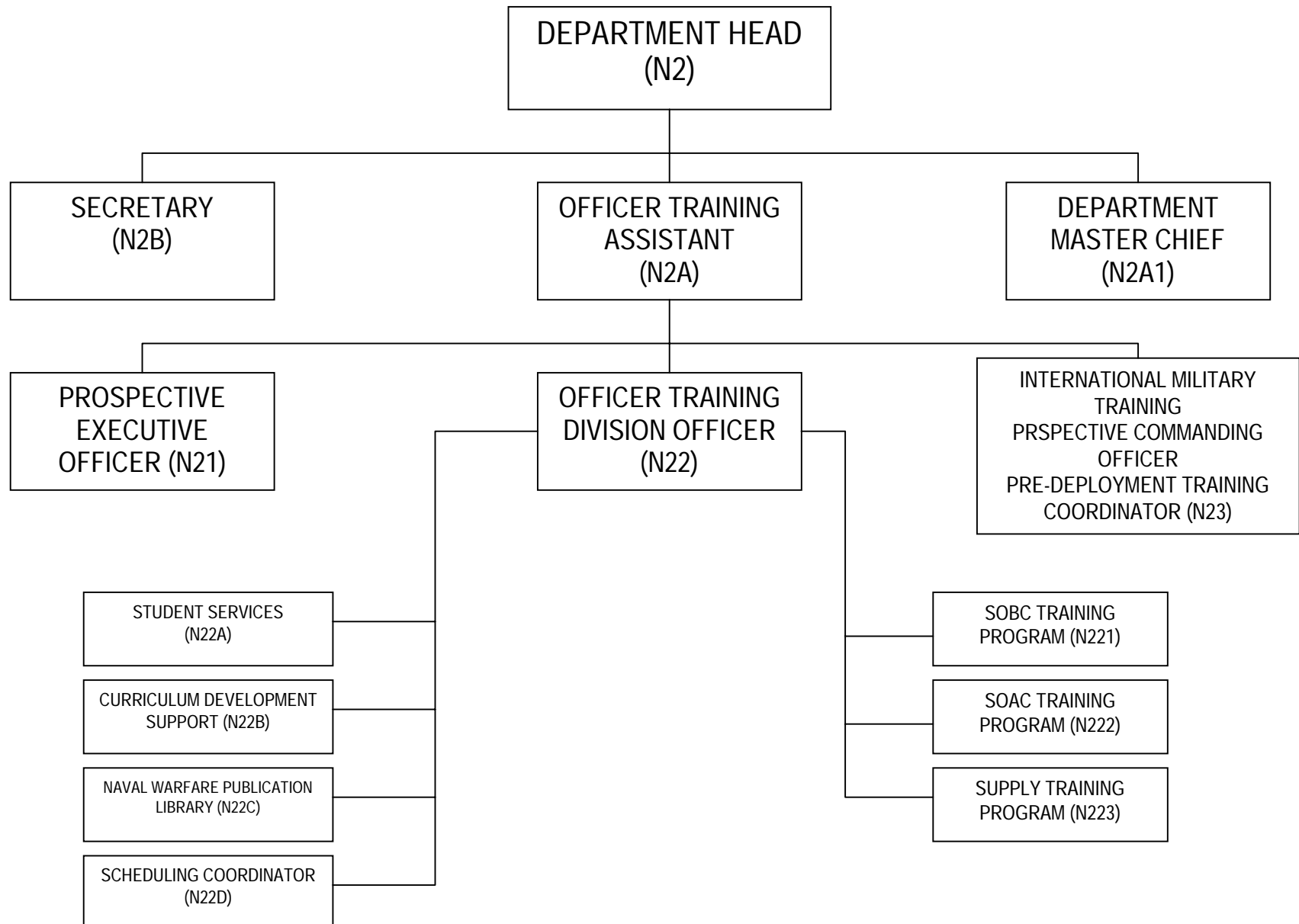
SUBMARINE SCHOOL, GROTON, CT



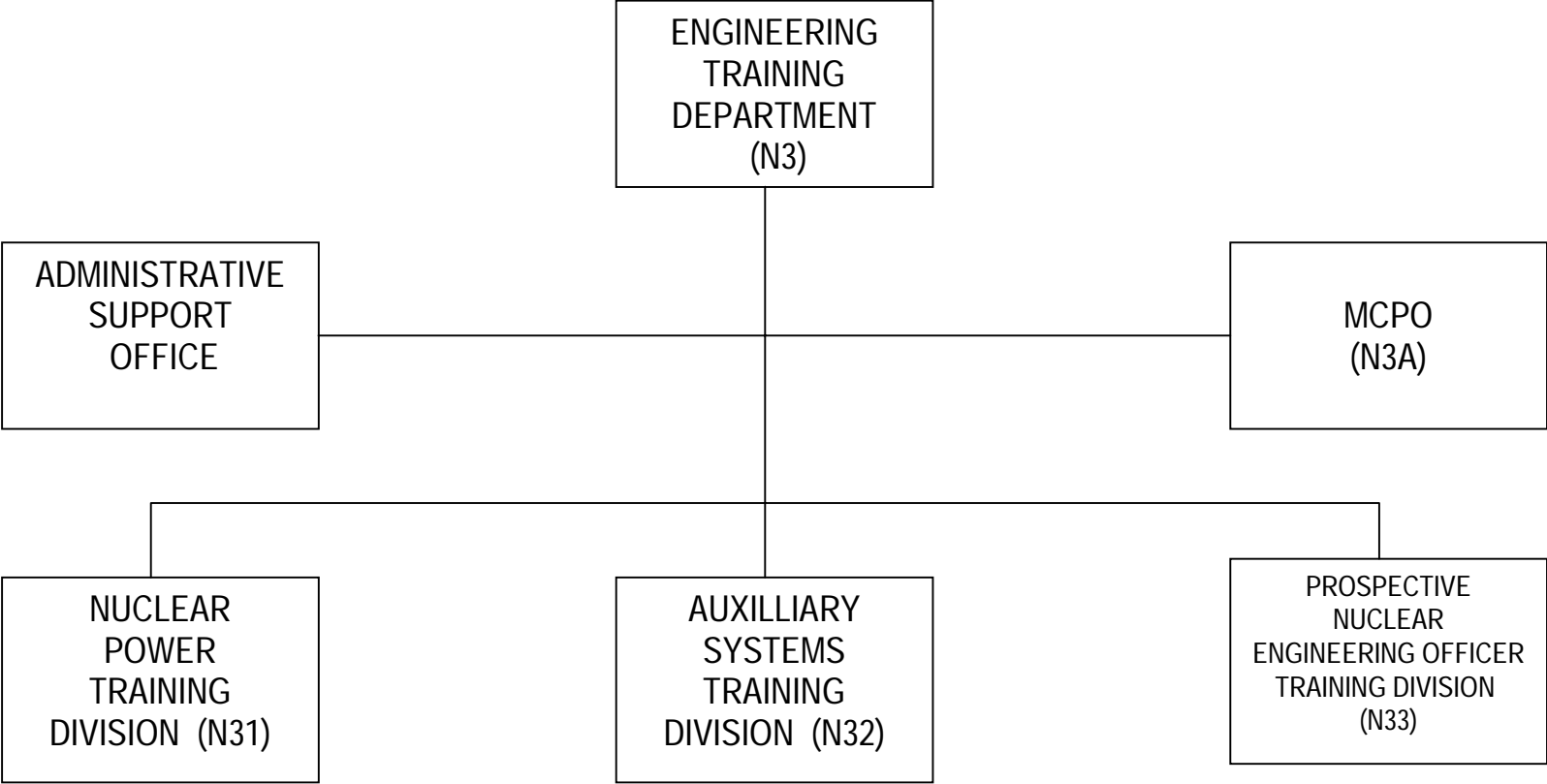
SUPPORT DIRECTORATE - N1



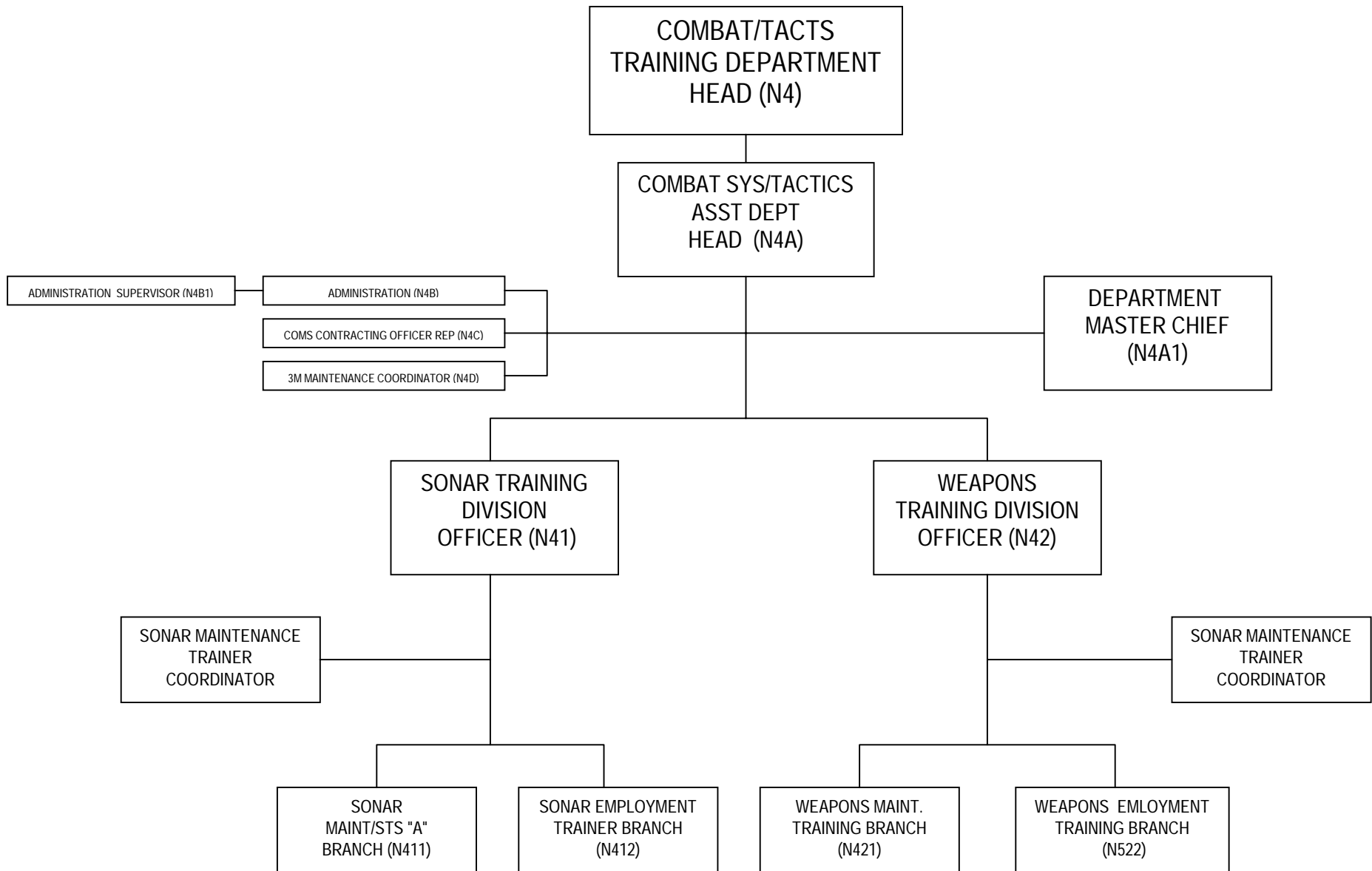
OFFICER TRAINING DEPARTMENT - N2



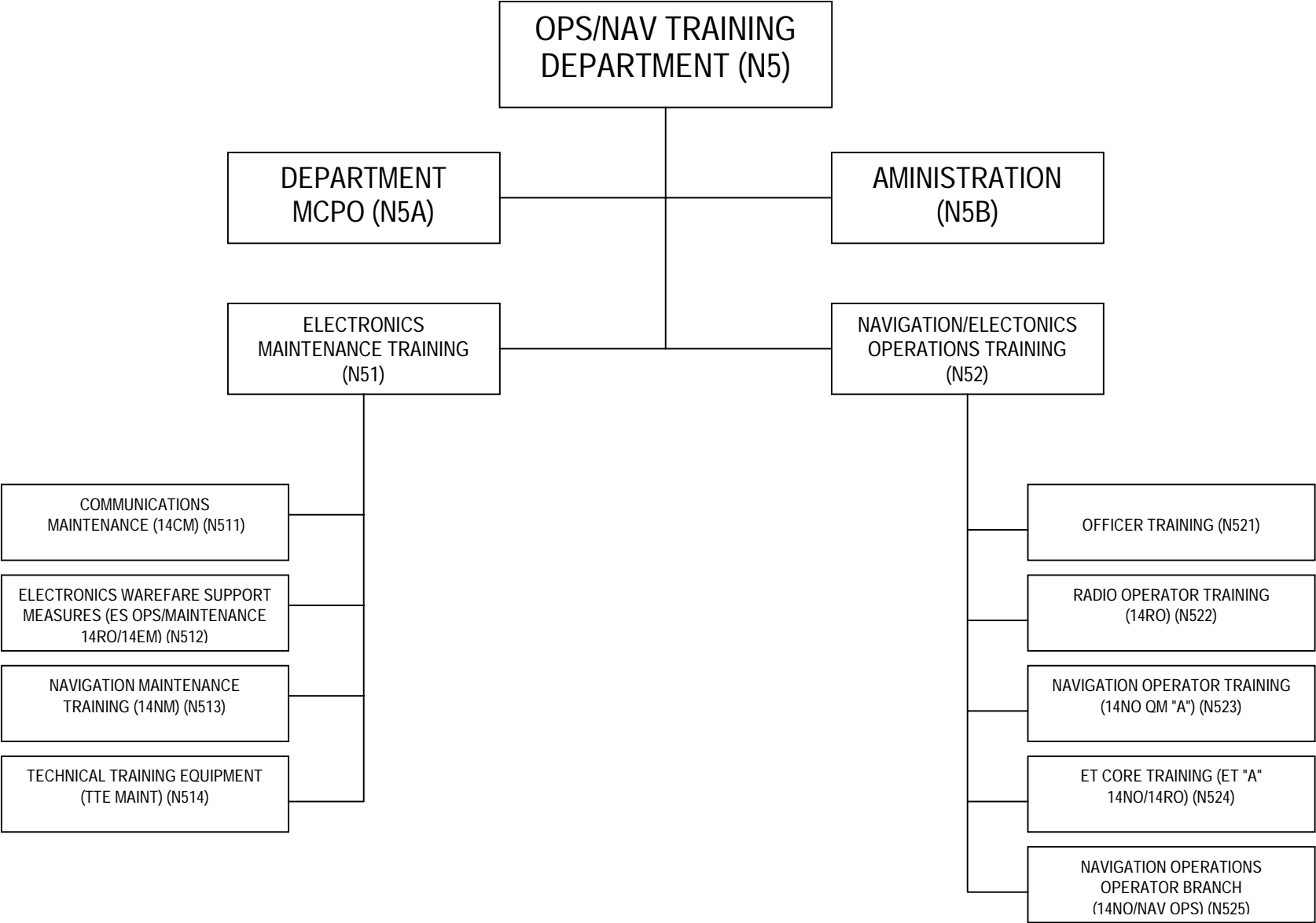
ENGINEERING TRAINING DEPARTMENT - N3



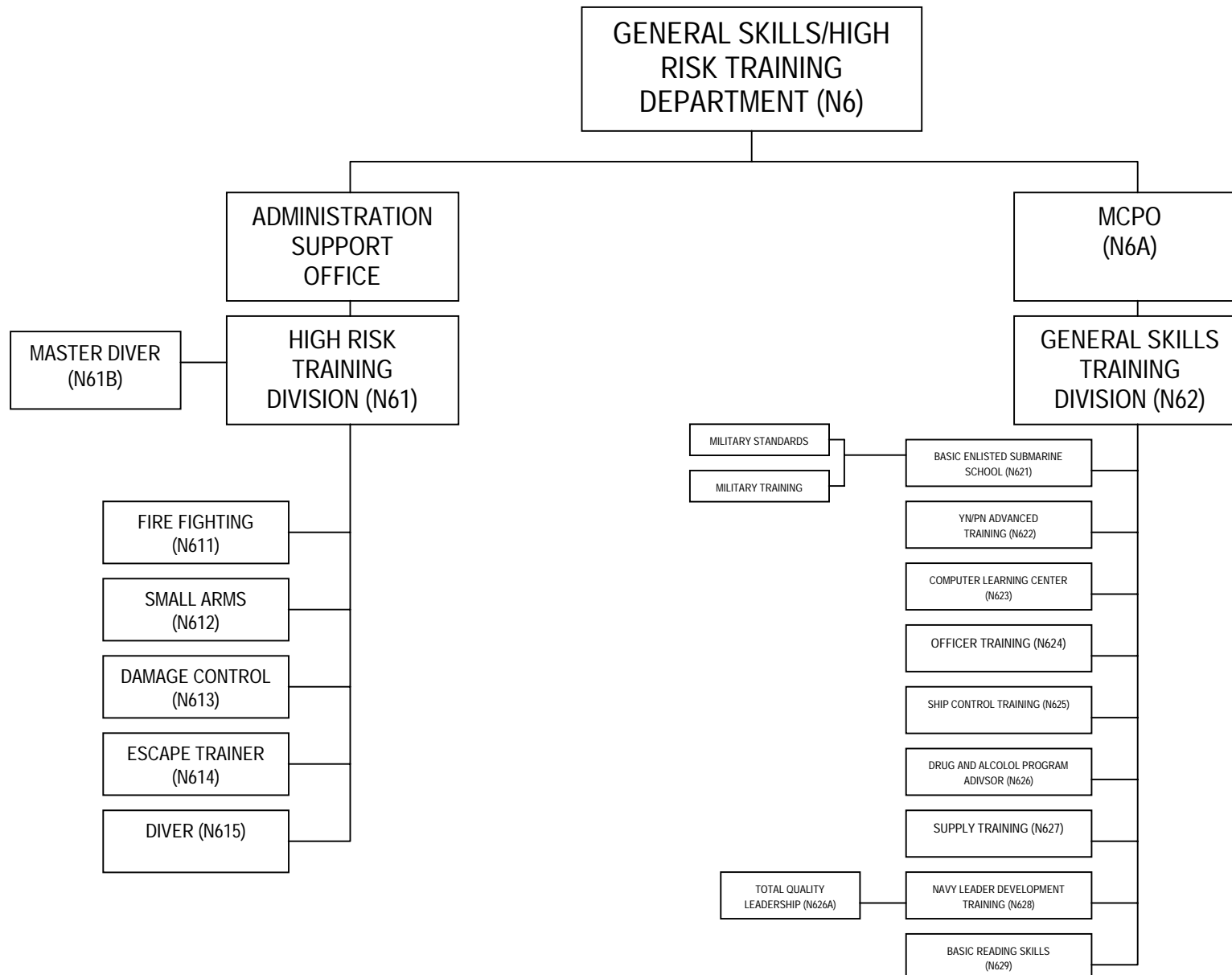
COMBAT SYSTEMS/TACTICS TRAINING DEPARTMENT - N4



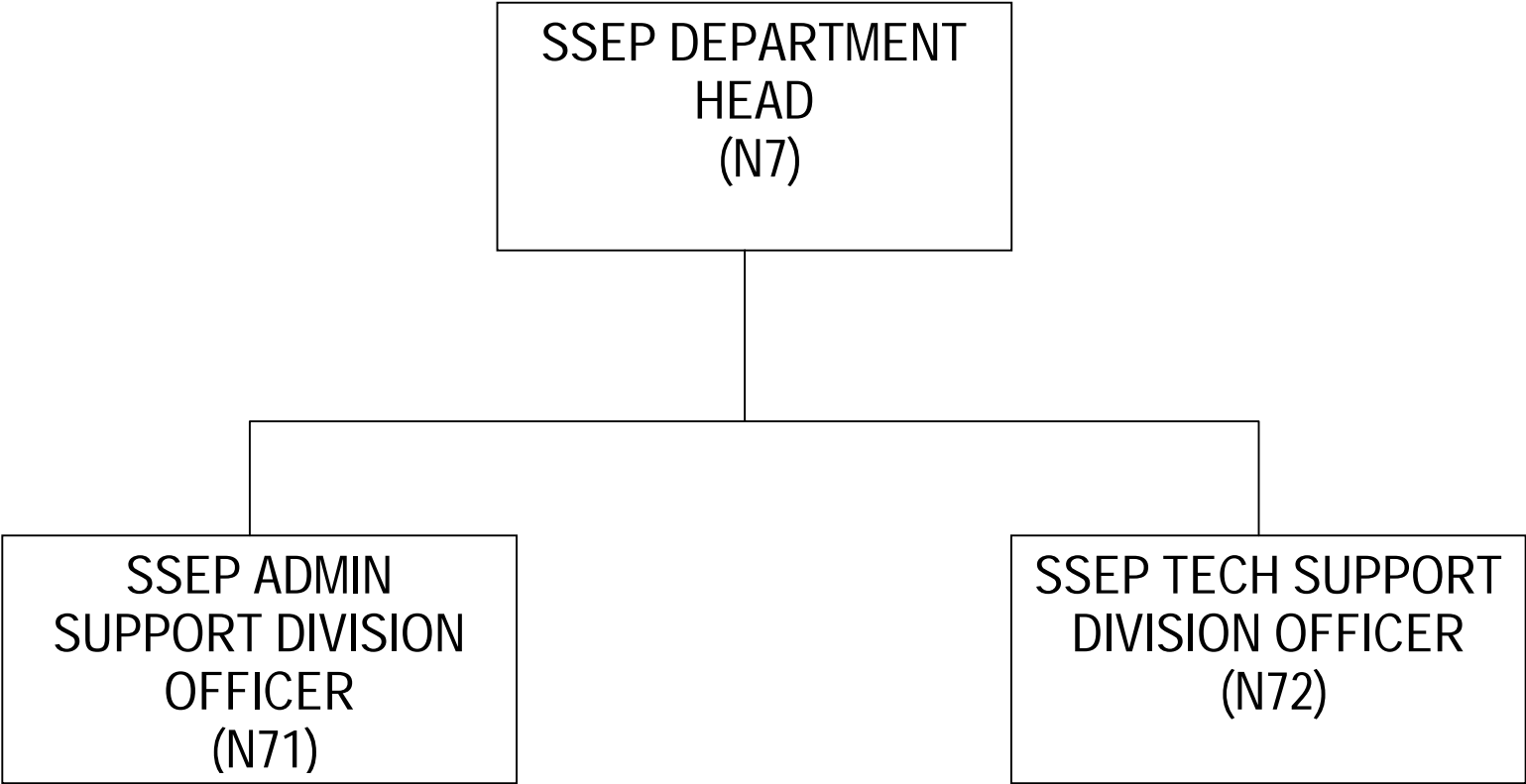
OPS/NAV TRAINING DEPARTMENT - N5



GENERAL SKILLS/HIGH RISK TRAINING DEPARTMENT - N6



SUBMARINE SURVEILLANCE EQUIPMENT PROGRAM - N7



CHAPTER 3

FUNCTIONAL GUIDES

301 - Executive Officer (Code 01)

a. Basic Function. The Executive Officer functions as an aide and deputy to the Commanding Officer. He is charged specifically with executing orders of the Commanding Officer and with coordinating and supervising performance and administration of the command, including matters pertaining to morale, discipline, training, welfare, work, exercise, maintenance, safety, and rights and privileges of individuals within the command. Additionally, the Executive Officer is charged with responsibility for decisions and actions in connection with details incident to carrying out routine functions of the command.

b. Duties, Responsibilities and Authority. As prescribed in Chapter 8, reference (a) and amplified below:

(1) In performance of duties, has no command authority of his own but shall at all times, in carrying out such duties, act for and in the name of the Commanding Officer.

(2) In the absence of the Commanding Officer, and if not otherwise succeeding to command, has authority to issue orders required to carry out established routine and perform administrative functions of the command; but this shall not be construed to limit authority or responsibility of the officer succeeding to command.

(3) Coordinate functions of various departments and evaluate performance of assigned tasks.

(4) With approval of the Commanding Officer, allocate necessary resources (including space, equipment, personnel, services, supplies and funds) to departments for carrying out assigned functions.

(5) Evaluate performance of officer and enlisted personnel through recommendations to the Commanding Officer regarding fitness reports and evaluation reports and through review of periodic evaluations. Prepare initial draft of fitness reports for Department Heads and Special Assistants.

(6) Exercise general supervision over organization bills.

(7) Regulate liberty and leave of personnel.

(8) Promote a planned program of recreation and athletics.

(9) Direct investigation for the Commanding Officer of alleged violations of the Uniform Code of Military Justice, U.S. Navy Regulations, 1990, command's regulations, and other military and civil laws, and recommend appropriate disciplinary action to the Commanding Officer.

(10) Prosecute programs of economy and conservation, and promote cost consciousness within the command.

(11) Ensure the Commanding Officer is advised of all casualties, deficiencies, and anticipated difficulties which may affect significantly the operational readiness or administrative efficiency of the command.

(12) Act on personal requests (which may be addressed to the Commanding Officer) that do not involve formulation of policy or will not require action of higher authority, keeping the Commanding Officer advised.

(13) Supervise reception of visitors to the command and conduct of official ceremonies.

(14) Supervise and coordinate operational plans and schedules of the command as a whole.

(15) Make frequent inspections in company, when practicable, with subordinates concerned; take such remedial action as necessary to correct deficiencies.

(16) Maintain high morale within the command. Discipline, welfare, and privileges of individuals of the command will be a chief concern of the Executive Officer; and to the extent of his authority, ensure these and related matters are administered in a just and uniform manner.

(17) Coordinate assignment of staff personnel.

(18) Ensure Submarine Training Master Planning System (STMPS) activity maintained facility data is updated as required. Specifically, the STMPS tables which require input to CNET are the Facilities Condition Table, the Room Use Table, the Room Table, the Lab-to-Facilities Table, the Facilities Diagrams Table and the Department Table.

c. Organizational Relationship. The Executive Officer is responsible directly to the Commanding Officer.

301.1 - Department Heads, Division Officers, Branch Heads and Special Assistants

a. In addition to the applicable basic functions, duties, and responsibilities, authority, and organizational relationships

which are common to all heads of departments and division officers, those functions, duties, responsibilities, authority, and organizational relationships which are unique to this command are specified in subsequent articles.

b. All Department Heads report to the Executive Officer for all matters pertaining to the internal administration of the command. All will keep the Executive Officer informed of authorized matters discussed directly with the Commanding Officer.

c. Training Department Heads will establish and maintain a central departmental Technical Reference Library Branch within their respective departments.

302 - Command Master Chief (CMC) (Code 00A)

a. Basic Function. The Command Master Chief functions as the principal advisor to the Commanding Officer and Executive Officer on all matters pertaining to enlisted personnel.

b. Duties, Responsibilities and Authority

(1) Assist and advise the Commanding Officer and Executive Officer in matters pertaining to the welfare and morale of enlisted personnel and their family members.

(2) Maintain direct liaison and meet periodically with all enlisted personnel in their work sites and elsewhere in the command to exchange ideas and disseminate information and instructions which affect enlisted personnel.

(3) Assist the command in ensuring lines of communication, both written and oral, are available to all enlisted personnel.

(4) Maintain liaison with the Master Chief Petty Officers of the local area, CNET, and the Navy.

(5) Maintain liaison with the Command Career Counselor regarding matters affecting retention, career programs, etc.

(6) Accompany the Commanding Officer to official functions, inspections, ceremonies, etc., and as directed, act as the enlisted representative of the command in community and civic functions occurring within the local geographical area.

(7) Liaison with other commands and service activities on enlisted matters.

(8) Provide the Commanding Officer with an evaluation of the impact of proposed policy changes on enlisted personnel.

(9) Coordinate selection process for Sailor of the Year.

(10) Assist in reception of official enlisted visitors to the command and other personnel as required.

(11) Coordinate and support ceremonial and presentation requirements which may arise.

c. Organizational Relationship. The Command Master Chief reports to the Commanding Officer, keeping the Executive Officer apprised of all significant matters.

303 - Navy Occupational Safety and Health (NAVOSH) Specialist/Command Safety Officer (00X)

a. Basic Function. The Navy Occupational Safety and Health Specialist/Command Safety Officer is responsible for administering the command safety and health program and for providing safety and health advice and recommendations to the command.

b. Duties, Responsibilities and Authority

(1) Develop directives based on local needs and higher authority requirements, review and evaluate instructions and regulations pertaining to OSH and ensure implementation locally. Establish written goals, objectives, and plans for the activity OSH program. Coordinate with occupational health professionals on identification, evaluation, and control of exposures to toxic or hazardous material or substances or harmful physical agents.

(2) Perform and document OSH reviews and evaluations to ensure appropriate OSH requirements and considerations are incorporated into all operations, facilities, material, and equipment.

(3) Plan, conduct, and document workplace OSH inspections of buildings, grounds, facilities, materials, equipment, devices, operations, and conditions to ensure compliance with applicable regulations.

(4) Manage the Deficiency Abatement program for the correction of workplace hazards.

(5) Provide consultative services to all activity organizational elements and all levels of supervision on OSH principles and technical aspects and their application to employees and workplaces.

(6) Coordinate investigation of all mishaps. Analyze reports of occupational injuries, illness, and property damage to identify causes and determine trends. Maintain records and submit required mishap reports.

(7) Implement requirements and procedures for employee hazard reporting. Investigate and process all written reports providing timely replies.

(8) Initiate and maintain files of OSH Program Effectiveness. Compile and analyze data, evaluating causal factors. Prepare statistical reports and information.

(9) Attend, conduct, or participate in activity and local OSH council and committee meetings.

(10) Conduct and coordinate OSH training and educational programs.

(11) Evaluate each workplace and determine Personal Protective Equipment requirements. Establish and maintain appropriate protective equipment programs.

(12) Coordinate all activity aspects of occupational health.

(13) Coordinate development and implementation of the asbestos control program.

(14) Administer the activity respiratory protection program. Establish procedures in compliance with requirements governing the selection, care, issue and use of respiratory protective equipment.

(15) Implement a traffic safety program. Ensure traffic safety training is conducted as required.

(16) Ensure applicable personnel are trained per Code of Federal Regulations and current safety regulations concerning the Bloodborne Pathogen Program.

(17) Establish, implement, and manage an ergonomics program including a back injury program.

(18) Monitor the Recreational, Athletic and Home Safety Program. Ensure training is conducted as required.

(19) Conduct mishap reviews of back injures and identify at risk personnel for back injury prevention training.

(20) Compute dollar loss due to mishaps and compute dollar costs related to maintaining an OSH program.

(21) Ensure review of safety records of individuals and groups and issue applicable awards.

c. Organizational Relationship. The Safety Officer reports to the Commanding Officer via the Executive Officer. In accomplishing assigned duties, affects direct liaison with federal/state OSHA and environmental protection representatives and safety personnel representing private contractors and concessionaires.

304 - Curriculum and Instructional Standards Office (CISO)

304.1 - Curriculum and Instructional Standards Officer (CISO)

(Code 01A)

a. Basic Function. The Curriculum and Instructional Standards Officer (CISO) is responsible for the quality of instruction and instructional materials for all training departments. He is responsible for the Quality Assurance Program that evaluates curriculum and instruction in the training departments. He formulates all school policy for education and training matters.

b. Duties, Responsibilities and Authority

(1) Evaluate efficiency, quality, and effectiveness of prescribed training and educational programs in each training department.

(2) Develop local instructions concerning training matters in coordination with all training departments.

(3) Manage all curriculum development programs (i.e., Computerized Curricula Management System (CCMS), Authoring Instructional Materials (AIM)) and all internal testing and curriculum maintenance projects.

(4) Evaluate performance of assigned military and civilian personnel in regard to day-to-day operation of their areas of responsibility and coordinate preparation and submission of formal performance evaluations. Establish and maintain regular counseling in regard to performance issues and work accomplishment.

(5) Manage Internal Course Curriculum Review Program.

(6) Serve as principal liaison and coordinator for curriculum development and training appraisal performed by external agencies.

(7) Maintain close liaison with CNET and other submarine training facilities for training matters.

(8) Establish and monitor Internal Evaluations Program.

(9) Coordinate, evaluate and provide quarterly Training Quality Indicators report to the Commanding Officer.

(10) Ensure personnel assigned to CISO meet requirements set forth in enclosure (3) of CNETINST 1540.6 (series).

(11) Provide media support services for command and instructional purposes.

(12) Diagnose problems affecting the quality of training. Recommend corrective action and provide follow-up by monitoring the action taken and providing assistance as necessary.

(13) Ensure maintenance of all instructor training courses.

(14) Coordinate Master Training Specialist program.

(15) Screen and administratively process personnel actions as required by applicable directives in support of mission requirements and individual desires when feasible.

(16) Coordinate and supervise assignment of personnel to provide adequate staff resources to accomplish individual mission of all CISO divisions.

c. Organizational Relationship. The CISO reports to the Commanding Officer and Executive Officer on all significant matters and is authorized direct liaison with all staff personnel. Training Department Heads are responsible to the CISO for the quality of instruction and instructional materials.

304.2 - CISO Master Chief (Code 01AA)

a. Basic Function. The CISO Master Chief functions as advisor to the CISO on all matters pertaining to enlisted personnel.

b. Duties, Responsibilities and Authority

(1) Assist and advise the CISO in matters pertaining to welfare and morale of CISO enlisted personnel and their family members.

(2) Maintain direct liaison and meet periodically with all enlisted personnel in their work spaces to exchange ideas and disseminate information.

(3) Provide the CISO with an evaluation of the impact of proposed policy changes on CISO enlisted personnel.

(4) Coordinate CISO staff participation in Enlisted Awards Programs.

(5) Coordinate CISO Enlisted Performance Evaluation Program.

(6) Review all supply requisition paperwork for accuracy and appropriate expenditure of funds.

(7) Review CISO compliance with applicable 3M guidance.

(8) Oversee all non-curriculum related matters.

(9) Maintain the CISO policy binder.

(10) Coordinate enlisted personnel leave in consonance with workload and scheduled functions, ensuring operational commitments are met.

(11) Advise the CISO concerning assignment of personnel assets.

(12) Oversee CISO administrative functions.

(13) Conduct Professional Development Boards.

c. Organizational Relationship. The CISO Master Chief reports to the CISO Director.

304.3 - Instructional Support Division Officer (Code 01A1)

a. Basic Function. The Instructional Support Division Officer is responsible for supervising officer and enlisted personnel engaged in training within the department.

b. Duties, Responsibilities and Authority

(1) Teach and maintain courses assigned to the division.

(2) Administer instructor evaluation program and provide a quarterly written report on results of the Instructor Evaluation Program and recommendation of In-Service Training.

(3) Administer command In-Service Training Program to support instruction, evaluation, and testing functions based on command needs and requirements of higher authority.

(4) Monitor student critique program.

(5) Nominate candidates for the William O. Florstedt Award.

(6) Coordinate, maintain and teach the Curriculum Development Course.

c. Organizational Relationship. The Instructional Support Division Support Officer reports to the CISO.

304.4 - Curriculum Support Division Officer (Code 01A2)

a. Basic Function. The Curriculum Support Division Officer is responsible for development, implementation and maintenance of all instructional materials for assigned courses and for monitoring the quality of all curriculum materials. He manages the Authoring Instructional Materials (AIM) software and hardware and provides informal training on use of AIM. He supports the command in the evaluation of all course.

b. Duties, Responsibilities and Authority

(1) Supervise internal curriculum development and maintenance projects.

(2) Inform CNET and participating activities of developments which may revise projected goals and milestones of curricula development or implementation.

(3) Maintain copies and files of curriculum materials as required by CNET directives.

(4) Maintain current status of all assigned curricula.

(5) Coordinate with training departments in curriculum development and training appraisals performed for the command by outside agencies.

(6) Provide test development training.

(7) Supervise development and use of test plans and test item banks.

(8) In coordination with the applicable training department, ensure all Course Curriculum Model Manager (CCMM) responsibilities are performed.

(9) Coordinate and monitor pilot courses.

(10) Approve stage III curriculum as CCMM.

(11) Act as point of contact for submission of master course schedules.

(12) Ensure AIM is maintained and available to support curriculum development projects.

(13) Provide training on AIM to curriculum developers and training departments.

(14) Coordinate command participation in external evaluations conducted under CNET Training Appraisal/Feedback System.

(15) Administer curriculum evaluation program to include an appraisal of programs supporting curriculum and instruction. Report to the CCMM all findings which may indicate the need for curriculum maintenance.

(16) Audit qualification of course supervisors and instructional evaluators, ensuring compliance with prescribed standards.

(17) Obtain feedback from personnel returning from the fleet and formulate appropriate recommendations to improve the training program.

c. Organizational Relationship. The Curriculum Support Division Officer reports to the Curriculum Instructional Standards Officer for the performance of duties.

304.5 - Media Support Division Officer (Code 01A3)

a. Basic Function. The Media Support Division Officer is responsible for providing all aspects of media in support of the command mission.

b. Duties, Responsibilities and Authority

(1) Provide media production services to support training departments consistent with priorities established by the CISO Director. These services will include:

(a) Production services, if authorized.

(b) Photographic services.

(c) Reprographic services.

(2) Procure, repair, and maintain training equipment and aids not assigned or installed in the training departments.

(3) Issue and maintain custody reports on all training equipment issued to other departments.

c. Organizational Relationship. The Media Support Division Officer reports to the Curriculum Instructional Standards Officer for the performance of duties.

305 - Public Affairs Officer (Code 01B)

a. Basic Function. The Public Affairs Officer is responsible for carrying out the public affairs program of the command.

b. Duties, Responsibilities and Authority

- (1) Coordinate public information releases to news media.
- (2) Represent the Commanding Officer in news releases.
- (3) Coordinate official and unofficial visits to the command.
- (4) Compile and submit the command history.
- (5) Coordinate an internal information program.
- (6) Administer Fleet Hometown News Program.

c. Organizational Relationship. The Public Affairs Officer reports to the Commanding Officer for the performance of duties, keeping the Executive Officer informed.

306 - Chaplain (Code 01C)

a. Basic Function. The Chaplain is responsible for providing and facilitating religious ministries within the command for all staff and students and their family members, and for advising the Commanding Officer on all matters related to religious, moral and spiritual need.

b. Duties, Responsibilities, and Authority

- (1) Develop and administer a comprehensive program of religious ministry which includes provision for personnel of all faith groups.
- (2) Advise the Commanding Officer on all matters related to religious ministries.
- (3) Conduct or arrange divine services; administer or provide sacraments and ordinances; perform rites and ceremonies as appropriate.

(4) Provide pastoral counseling and pastoral care, including visiting the sick and those confined to the brig.

(5) Serve as liaison between the command and other organizations such as Family Service Center, Navy-Marine Corps Relief Society, American Red Cross, and Family Advocacy.

(6) Represent the command in contacts with community religious bodies.

(7) Advise the Commanding Officer on moral issues and provide input to programs and courses which emphasize core values and ethical concerns.

c. Organizational Relationship. The Command Chaplain reports to the Commanding Officer for the performance of duties, keeping the Executive Officer informed. Other chaplains assigned report to the Command Chaplain.

307 - Military Affairs/Legal Office

307.1 - Military Affairs/Legal Officer (Code 01D)

a. Basic Function. The Military Affairs/Legal Officer is responsible for providing staff support in the areas of legal and drug and alcohol programs and civilian personnel functions.

b. Duties, Responsibilities and Authority

(1) Supervise conduct of criminal investigations for referral to Courts-Martial or Non-Judicial Punishment.

(2) Initiate action for confinement of prisoners, and act as command representative at Pre-trial Confinement Hearings.

(3) Process Administrative Separations and act as recorder at Administrative Separation Boards.

(4) Interface with Naval Criminal Investigative Service, SUBASE New London Security, Naval Legal Services Office and civilian law enforcement personnel in all criminal matters.

(5) Initiate command Unit Sweeps and Health and Comfort inspections as directed by the Commanding Officer.

(6) Initiate all Judge Advocate General Investigations, review completed investigative reports and draft command endorsement.

(7) Oversee personnel involved in civilian criminal proceedings and produce necessary documentation when these cases are disposed in court; request case jurisdiction from civilian authorities when directed by the Commanding Officer.

(8) Counsel individuals in matters concerning financial indebtedness and support of family members, and prepare outgoing correspondence as necessary. Refer cases, as necessary, to Naval Legal Services Office.

(9) Provide Notary Public services.

(10) Process and investigate claims against the government, including Admiralty Claims and claims submitted under Article 139, Uniform Code of Military Justice.

(11) Act as command Privacy Act Coordinator.

(12) Act as command Freedom of Information Act Coordinator.

(13) Act as command Standards of Conduct Coordinator.

(14) Evaluate efficiency, quality, and effectiveness of staff support divisions assigned to the Military Affairs Officer.

(15) Develop local instructions concerning support functions assigned to the Military Affairs Office.

(16) Evaluate performance of military and civilian personnel assigned to Military Affairs/Legal Office with regard to day-to-day operation of their specific areas of responsibility and coordinate preparation and submission of formal performance evaluations. Establish and maintain regular counseling in regard to performance issues and work accomplishment.

(17) Administer Command Drug and Alcohol programs and office.

(18) Coordinate Civilian Personnel Management Program and actions.

(19) Maintain liaison with HRO in area of civilian personnel and act as Civilian Personnel Officer for the command. Act as signature authority for all command personnel actions.

c. Organizational Relationship. The Military Affairs/Legal Officer reports to the Executive Officer for the performance of duties.

307.2 - Assistant Legal Officer (Code 01D1)

a. Basic Function. The Assistant Legal Officer is responsible for assisting with the legal affairs of the command.

b. Duties, Responsibilities and Authority

(1) Supervise conduct of criminal investigations for referral to Courts-Martial or Non-Judicial Punishment.

(2) Initiate action for confinement of prisoners, and act as command representative at Pre-Trial Confinement Hearings.

(3) Process Administrative Separations and act as recorder at Administrative Separation Boards.

(4) Interface with Naval Criminal Investigative Service, SUBASE New London Security, Naval Legal Services Office and civilian law enforcement personnel in all criminal matters.

(5) Initiate command Unit Sweeps and Health and Comfort inspections as directed by the Commanding Officer.

(6) Initiate all Judge Advocate General Investigations, review completed investigative reports and draft command endorsement.

(7) Oversee personnel involved in civilian criminal proceedings and produce necessary documentation when these cases are disposed in court; request case jurisdiction from civilian authorities when directed by the Commanding Officer.

(8) Counsel individuals in matters concerning financial indebtedness and support of family members and prepare outgoing correspondence as necessary. Refer cases as necessary to Naval Legal Services Office.

(9) Provide Notary Public services.

(10) Process and investigate claims against the government, including Admiralty Claims and claims submitted under Article 139, Uniform Code of Military Justice.

(11) Act as command Privacy Act Coordinator.

(12) Act as command Freedom of Information Act Coordinator.

(13) Act as command Standards of Conduct Coordinator.

307.3 - Drug and Alcohol Program Advisor (DAPA) (Code 01D2)

a. Basic Function. The DAPA is responsible for developing and implementing management actions necessary to comply with directives and to cope effectively with drug and alcohol use and abuse. The DAPA also is responsible for coordinating drug and alcohol education, rehabilitation, identification, and enforcement.

b. Duties, Responsibilities and Authority

(1) Advise the command on designing and implementing a comprehensive Drug and Alcohol Abuse Prevention Program.

(2) Assist in administering and coordinating Navy policies and procedures concerning drug and alcohol education, rehabilitation, identification, and enforcement.

(3) Advise the command concerning use of applicable resources and interface with Navy organizations having a functional role in the Alcohol and Drug Abuse Prevention and Control Programs.

(4) Maintain liaison with evaluation and counseling facilities designated by the command and those departments and personnel within the command whose activities require coordination.

c. Organizational Relationship. The DAPA reports to the Executive Officer for the performance of duties and for the performance of all drug and alcohol abuse prevention, control and enforcement programs. The DAPA reports to the Military Affairs Officer for administration of the division.

308 - SECURITY OFFICER

308.1 - Security Manager/Security Officer (CODE 01E)

a. Basic Function. The Security Manager/Security Officer is responsible for all security matters, to include information resource management, physical security, and information and personnel security and loss prevention.

b. Duties, Responsibilities and Authority

(1) Identify areas in which improved physical security and loss prevention measures are required and provide recommendations for such improvements to the Commanding Officer.

(2) Serve as Commanding Officer's advisor and direct representative regarding security of classified information.

(3) Develop, prepare, and maintain a current Command Physical Security Plan in accordance with OPNAVINST 5530.14 (series).

(4) Develop written command security procedures including a Unit Emergency Plan. Emergency Destruction Bills are integrated with the Unit Emergency Plan.

(5) Develop, prepare, and maintain physical security instructions which address required physical security procedures.

(6) Supervise accounting and control of classified material including receipt, distribution, inventory, reproduction and disposition procedures.

(7) Establish personnel identification and access control systems.

(8) Ensure all personnel who handle classified information hold appropriate level of security clearance based on a need to know and that all requests for personnel security investigations are prepared, submitted and monitored properly.

(9) Conduct annual physical security surveys.

(10) Provide security technical assistance to the Commanding Officer on physical matters and adequate security training for all personnel within the command.

(11) Coordinate physical security requirements with host commands and ensure such requirements are set forth in appropriate host-tenant, inter-service support, or licensing agreements.

(12) Ensure clearance status and unit access grants are recorded and accessible for verification.

(13) Coordinate preparation of classification guides and development of security planning within the command.

(14) Coordinate and ensure security control over visits to and from the command.

(15) Ensure security violations and compromises are reported, recorded, and investigated vigorously.

(16) Oversee command Key/Lock Control Program.

(17) Participate in planning, directing, coordinating and implementing procedures for crisis management of situations (including hostage situations) which pose a threat to the

physical security of the command, and provide adequate advice to the Commanding Officer during crises which relate to physical security.

(18) Establish and maintain liaison and working relationships and agreements with Federal Investigative agencies, local Naval Criminal Investigative Service components, state and local law enforcement and fire protection authorities.

(19) Serve as facilitator and be responsible for records of the Command Physical Security Review Committee.

c. Organizational Relationship. The Security Officer reports to the Commanding Officer as required by OPNAVINST 5530.14 (series) for the performance of duties and to the Executive Officer for matters which pertain to operation of the Security Division.

308.2 - Physical Security Officer (Code 01E1)

a. Basic Function. The Physical Security Officer assists the Security Officer in all matters pertaining to Physical Security and the Loss Prevention Program consistent with Navy policies and directives.

b. Duties, Responsibilities and Authority

(1) Identify areas in which improved physical security and loss prevention measures are required and provide recommendations for such improvements to the Security Officer.

(2) Develop, prepare and maintain a current Command Physical Security Plan in accordance with OPNAVINST 5530.14 (series).

(3) Develop, prepare and maintain physical security instructions which address required physical security procedures.

(4) Establish personnel identification and access control systems.

(5) Conduct annual physical security surveys.

(6) Provide technical assistance to the Security Officer on physical security matters and adequate security training for all personnel within the command.

(7) Assist Security Officer in coordinating physical security requirements with host commands and ensure such

requirements are set forth in appropriate host-tenant, inter-service support, or licensing agreements.

(8) Maintain command's Key/Lock Control Program.

(9) Participate in planning, directing, coordinating and implementing procedures for crisis management of situations (including hostage situations) which pose a threat to the physical security of the command. Provide adequate advice to the Security Officer during crises which relate to physical security.

(10) Establish and maintain liaison and working relationships and agreements with Federal Investigative agencies, local Naval Criminal Investigative Service components, state and local law enforcement, and fire protection authorities.

(11) Serve as a member and maintain records of the Command Physical Security Review Committee.

(12) Serve as chairman and maintain records of the Command Loss Prevention Subcommittee.

c. Organizational Relationship. The Physical Security Officer reports to the Security Officer for the performance of duties.

308.3 - Classified Material Control Officer (Code 01E2)

a. Basic Function. The Classified Material Control Officer is responsible for all matters pertaining to the information and personnel security program.

b. Duties, Responsibilities and Authority

(1) Maintain a personnel identification and access control system.

(2) Maintain a program for safeguarding classified material, from receipt to final disposition.

(3) Ensure all personnel who handle classified information hold the appropriate level of security clearance based on a need to know and that all requests for personnel security investigations are prepared, submitted and monitored properly.

(4) Ensure clearance status and unit access grants are recorded and accessible for verification.

(5) Maintain a program for the proper classification, de-classification, and downgrading of classified information.

(6) Maintain and distribute visitor requests for the command.

c. Organizational Relationship. The Classified Material Control Officer reports to the Command Security Manager for the performance of duties.

308.4 - Information Security Officer (ISO) (Code 01E3)

a. Basic Function. The ISO is responsible for all matters pertaining to the security of Automated Information Systems (AIS) used in the command.

b. Duties, Responsibilities and Authority

(1) Provide adequate Information Security (INFOSEC) protection in the most cost effective manner, identifying benefits that will reduce command's AIS operating risks.

(2) Develop and forward all documentation in support of AIS accreditation to the Designated Approving Authority (DAA) with recommendations concerning accreditation.

(3) Act as Certification Authority for installation of all AIS.

(4) Ensure all INFOSEC incidents or violations are investigated, documented and reported as required. If necessary, obtain DAA approval to deny access to affected system.

(5) Prepare and provide training to AIS security staff and upper-level management in accordance with all applicable instructions. When required provide AIS end-user training to all staff personnel.

(6) Ensure Security Test and Evaluations are conducted in accordance with current directives.

(7) When required, assist in development and testing of all AIS Contingency Plans.

(8) Ensure an effective activity Risk Management Program is implemented.

(9) Ensure all AIS procurement documents approved within the activity comply with appropriate AIS security requirements and Life Cycle Management documentation.

(10) Maintain AIS hardware and software configuration control of all activity AIS.

(11) Evaluate and determine the best method for AIS maintenance, including repair, replacement and disposal of existing hardware.

(12) Develop and maintain an Activity INFOSEC Plan to provide adequate security protection to AIS and networks.

(13) Develop a Risk Assessment Team Charter and Plan of Action and Milestones when required by the DAA.

c. Organizational Relationship. The ISO serves as an advisor to the Commanding Officer, Executive Officer and Security Officer and reports to the Security Officer for the performance of duties.

308.5 - Chief Master-at-Arms (CMAA) (Code 01E4)

a. Basic Function. The CMAA assists the Commanding Officer in maintaining security, good order and discipline of the command.

b. Duties, Responsibilities and Authority

(1) Organize and train Master-at-Arms force.

(2) Enforce Navy Regulations, unit regulations and other directives establishing standards of dress, grooming, behavior and performance.

(3) Serve as Command Duty Officer during normal working hours.

(4) Ensure extra duty personnel are supervised while performing extra duty assignments. Maintain records of all personnel currently assigned extra duty.

(5) If directed, ensure a Master-at-Arms representative is present at Captain's Mast, courts-martial and scenes of emergencies.

(6) Coordinate day-to-day operation of the command quarterdeck.

(7) Liaison with Senior Watch Officer on matters relating to substandard performance of command watches.

(8) Perform day-to-day follow up on staff and student situations reported via the command's Quarterdeck.

(9) Assist the senior Shore Patrol Officer (when assigned) in establishment and training of personnel assigned to shore patrol duties.

(10) Ensure frequent inspections of the unit.

(11) Maintain luck bag.

(12) Furnish escorts for the Commanding Officer and visitors, as directed.

(13) Ensure regulations and instructions regarding command visitors are enforced.

(14) Ensure proper and timely preparation of daily misconduct report and the MAA inspection reports, as appropriate.

c. Organizational Relationship. The Chief Master-at-Arms reports to the Military Affairs Officer for the performance of duties.

309 - Command Evaluation Officer (Code 01F)

a. Basic Function. The Command Evaluation Officer serves as an advisor to the Commanding Officer and Executive Officer for the purpose of reviewing and evaluating operations and functions to assess the command's operational efficiency, integrity and compliance with directives. Duties of the Command Evaluation Officer will be assigned as a collateral duty.

b. Duties, Responsibilities and Authority

(1) Prepare and execute the command's Evaluation Review Plan. Review accuracy of fiscal spending and assure compliance with applicable laws, accounting principles, local and Navy directives, and regulations pertaining to operations.

(2) As assigned by the Commanding Officer/Executive Officer, conduct special studies, analyses, and investigations in areas of command interest to detect unsatisfactory situations promptly.

(3) Render assistance in correcting deficiencies which are revealed from time to time by internal review or audits conducted by the Inspector General, the Director, Naval Audit Service, or other agencies.

(4) Perform annual review of civilian timekeeping and payroll functions.

(5) Confer with command officials and representatives of other government agencies such as the Inspector General, General Accounting Office, Naval Audit Service, etc., to collaborate in the conduct of audits and the exchange of information and advice.

(6) Prepare review reports covering the purpose, background, detailed findings, and recommendations supporting findings and conclusions.

(7) Perform reviews on welfare and recreation funds distributed to the command.

c. Organizational relationship. The Command Evaluation Officer reports to the Commanding Officer via the Executive Officer and is assigned as a collateral duty.

310 - Command Career Counselor (CCC) (Code 01G)

a. Basic Function. The CCC is responsible for all matters pertaining to the command's Career Information Program Management program (OPNAVINST 1040.6A).

b. Duties, Responsibilities and Authority

(1) Organize, monitor, and execute command career counseling program.

(2) Accomplish required reporting interviews within thirty days of member reporting aboard.

(3) Schedule separation interviews on an individual basis.

(4) Assist Administrative Officer with administration of Enlisted to Officer commissioning program package submissions.

c. Organizational Relationship. The CCC reports to the Commanding Officer via the Executive Officer for the performance of duties. The CCC reports to the Administrative Officer for administration of the branch.

311 - Contracting Officer's Representative (COR) (Code 01H/N4C)

a. Basic Function. The COR is responsible for local administration of command service contracts per NAVSUPINST 5205.3 series.

b. Duties, Responsibilities and Authority. Administer the contractor operation/maintenance of simulator (COMS) and contractor, instructor, maintenance and training support (CIMTS) contracts as delineated in CNETINST 4700.1B and the COR Handbook.

c. Organizational relationship. The COR reports to the Commanding Officer keeping the Executive Officer informed the COR is assigned as a primary duty.

312 - Command Fitness Coordinator (Code 01I)

a. Basic Function. The Command Fitness Coordinator is responsible for all matters pertaining to the Health and Physical Readiness Program.

b. Duties, Responsibilities, and Authority

(1) Advise Commanding Officer of personnel who do not meet the minimum prescribed standards of OPNAVINST 6110.1 (series).

(2) Supervise and assist department fitness coordinators in administering the physical readiness test.

(3) Act as liaison to provide for counseling and follow-on recommendations with regards to weight control.

(4) Maintain updated resources for use by all personnel interested in improving health and maintaining physical readiness.

(5) Provide a planned program of recreation and athletics.

c. Organizational Relationship. The Command Fitness Coordinator reports to the Executive Officer for the performance of duties. The CFC reports to the Administrative Officer for administration of the branch.

313 - Hazardous Material Control/Management (HMCM) Program Officer (Code 01J)

a. Basic Function. The HMCM Program Officer is responsible for ensuring the proper storage, handling, and disposal of all Hazardous Material (HM) and Hazardous Waste (HW) throughout Naval Submarine School.

b. Duties, Responsibilities and Authority

(1) Advise the Commanding Officer on all matters pertaining to HM and HW.

(2) Act as the SUBSCOL liaison with NAVSUBASE Environmental Department for all HM, HW, and environmental issues.

(3) Maintain the SUBSCOL Hazardous Communication Program Instruction and ensure command compliance with the program.

(4) Maintain the SUBSCOL Hazardous Material Control and Management Plan Instruction and ensure command compliance with the plan.

c. Organizational Relationship. The Command Hazardous Material and Control and Management Program Officer reports to the Commanding Officer, keeping the Executive Officer apprised of all significant matters and to the Facilities Manager for administration of the branch.

314 - Command COMSEC Material System (CMS) Custodian (CODE 01K)

a. Basic Function. The Command CMS Custodian functions as the primary advisor to the Commanding Officer on all matters concerning the security and handling of COMSEC material and the associated records and reports.

b. Duties, Responsibilities and Authority

(1) Provide the Commanding Officer and other interested personnel with information about new or revised CMS policies and procedures and their impact on the command.

(2) Acquire, monitor, and maintain the command COMSEC material allowance. This includes an annual review of all COMSEC material holdings to ensure that there is a continuing need for the quantity and types of all COMSEC material held. Material held in excess of operational requirements should be identified by submitting a routine modification to an allowance in accordance with Chapter 6.

(3) Maintain proper storage and adequate physical security for the COMSEC material held by the account.

(4) Keep alternate Custodian(s) informed of the status of the account so that the Alternate(s) are, at all times, fully capable of assuming the duties of the CMS Custodian.

(5) Provide the LH Custodian(s) and User personnel written guidance or appropriate extracts from this publication concerning the handling, accountability, and the disposition of COMSEC material. Emphasis must be placed on material accountability, TPI requirements, security, and the identification of improper practices.

(6) Conduct training to ensure that all personnel handling COMSEC material are familiar with and adhere to proper CMS procedures. The CMS PQS (NAVEDTRA 43462 series) is an excellent training tool and is required for use in indoctrinating personnel (less USCG/USMC personnel) in CMS procedures. Document training locally in accordance with command directives.

(7) Maintain records and files as required by this manual.

(8) Ensure prompt and accurate preparation, signature, and submission of account correspondence, message, and accounting reports.

(9) Issue COMSEC material on local custody form(s) after verifying that the recipient is authorized to hold COMSEC material and has executed a CMS Responsibility Acknowledgement Form.

(10) Oversee the implementation of and compliance with OTAR/OTAT (e.g., periodic review of local logs, adherence to TPI requirements).

(11) Ensure that LHs/Users properly inventory and destroy COMSEC material issued to them through periodic spot checks.

(12) Ensure that procedures are established to reassign local custody responsibility for COMSEC material held by individuals permanently leaving the command, and those who are departing on TAD/TDY in excess of 30 days.

(13) Ensure that all amendments to this manual and other CMS-related publications are entered promptly and correctly.

(14) Maintain the account's portion of the command Emergency Action Plan (EAP).

(15) Conduct required inventories and destruction of COMSEC material in accordance with this manual.

(16) Ensure that proper physical security measures are maintained when COMSEC material is transported within the command.

(17) Ensure that COMSEC material shipped outside of the command is properly packaged and shipped via an authorized method as required by this manual.

(18) Ensure that pagechecks of COMSEC material are conducted as required.

(19) Ensure that TPI requirements are maintained in accordance with this manual.

(20) Ensure that modifications to COMSEC equipment are promptly and properly performed by qualified individuals in accordance with the guidance in OPNAVINST 2221.3 (series) and that modification residue is disposed of properly.

(21) Report immediately to the Commanding Officer any known or suspected insecure practice or CMS incident in accordance with this manual. Initiate action to ensure that required reports are submitted and replacement material is, when required, obtained.

c. Organizational Relationship. The Command CMS Custodian reports to the Commanding Officer, keeping the Chain of Command apprised of all significant CMS matters.

315 - Senior Watch Officer (Code 01L)

a. Basic Function. The Senior Watch Officer is responsible for assignment and general supervision of all watchstanders.

b. Duties, Responsibilities and Authority. Carry out those duties and responsibilities defined in command's watch organization and regulations directives.

c. Organizational Relationship. The Senior Watch Officer reports to the Executive Officer and will be assigned as a collateral duty.

316 - 3-M Coordinator (Code 01M/N4C)

a. Basic Function. The 3-M Coordinator is responsible for managing the command maintenance/material management (3M) program.

b. Duties, Responsibilities and Authority. Carry out those duties and responsibilities defined in OPNAVINST 4790.1 series, TYCOM, and local directives concerning the 3M program.

c. Organizational Relationship. The 3M Coordinator reports to the Executive Officer and is assigned as a primary duty.

320 - Training Administration Department

320.1 - Administrative Officer (Code N1)

a. Basic Function. The Administrative Officer is responsible for all administrative and personnel matters at the command, to include administration, manpower, staff and student personnel, career counseling, and health and physical readiness program management.

b. Duties, Responsibilities and Authority

(1) Evaluate efficiency, quality, and effectiveness of staff support departments assigned to the Administration Department.

(2) Ensure accomplishment of applicable duties of the administrative assistant.

(3) Direct, supervise, and train personnel assigned to Administration Division.

(4) Initiate and maintain systems to receipt for, distribute, control, file, etc., correspondence, telecommunications, directives, reports, etc.

(5) Provide postal directory, delivery and collection services of U.S. and guard mail to the command.

(6) Ensure command compliance with correct administrative procedures as described in local directives and directives of higher authority by means of periodic information dissemination and training of all concerned on changing requirements, as well as personal review of all outgoing correspondence for quality assurance.

(7) Maintain a master command file for school publications and directives, and publications of higher authority to assist command personnel and to meet requirements for retaining and safeguarding official publications.

(8) Conduct, at a minimum, an annual review of all command directives. Coordinate command-wide efforts to maintain the directive system and exercise responsibility for all directives pertaining to basic command functions.

(9) Maintain a command tickler systems to ensure timely correspondence, telecommunication and reporting actions.

(10) Conduct command liaison with Personnel Support Detachment (PSD) on matters affecting staff, students, and transient personnel assigned to this command and monitor PSD response to personnel needs.

(11) Review enlisted evaluations and ensure compliance with directives of higher authority and correct administrative procedures. Ensure timely submissions.

(12) Assist with preparations for command special recognition and ceremonies (end of tour awards, special awards, retirement, change of command, etc.).

(13) Provide military personnel accounting by means of a daily muster.

(14) Conduct Command Sponsor Program ensuring timely designation of a sponsor to incoming personnel as well as distribution of command area items of interest of prospective command members as soon as identified.

(15) Review all correspondence prepared for signature or review of the Commanding Officer or Executive Officer, ensuring it conforms with SECNAVINST 5216.5C.

(16) Screen all correspondence and directives routed to the Commanding Officer and the Executive Officer and initiate administrative action where appropriate, as in the case of Senior Officer Present instructions and other administrative directives.

(17) Detail all personnel assigned to the command to various billets to ensure efficient utilization of manpower.

(18) Advise Department Heads of training departments on matters concerning administrative practices.

(19) Function as Official Mail Control Officer.

(20) Oversee command Health and Physical Readiness Program.

(21) Oversee Career Information and Retention Programs for the command.

(22) Develop local instructions concerning support functions assigned to the Support Department.

(23) Evaluate performance of military and civilian personnel in regard to the day-to-day operation of their specific areas of responsibility and coordinate preparation and submission of formal performance evaluations. Establish and maintain regular counseling in regard to performance issues and work accomplishment.

(24) Screen and administratively process personnel actions as required by applicable directives in support of mission requirements and individual desires when feasible.

c. Organizational Relationship. The Administrative Officer reports to the Executive Officer.

321 - Manpower Analyst (Code N11)

a. Basic Function. The Command Manpower Analyst is the principal advisor to the command on matters of military and civilian manpower management, and must develop and coordinate plans for the most efficient utilization and allocation of manpower that incorporates current and long range programs and objectives to ensure efficiency, effectiveness, and economy in manpower operations.

b. Duties, Responsibilities and Authority

(1) Identify and rectify problem areas of manpower resources.

(2) Maintain staff manning data, conduct analytical appraisals of requirements and initiate action to meet the requirements.

(3) Manage Commercial Activities, outsourcing, and Position Management Programs.

(4) Act as technical expert on all CNO and CNET manpower management problems, i.e., Shore Manpower Document Program, Master Schedules, and Instructor Utilization.

(5) Develop requests for manpower based on established staffing standards, emergent and changing tasking.

(6) Prepare statistical manpower reports.

(7) Process unplanned loss reports and impaired training messages (personnel related).

(8) Verify accuracy of the Officer Distribution and Control Report and submit necessary corrections.

c. Organizational Relationship. The Manpower Analyst reports to the Commanding Officer via the chain of command and to the Administrative Officer for the performance of duties.

322 - Administrative Services Division Officer (Code N12)

a. Basic Function. The Administrative Service Division Officer is responsible for the general administrative services of the Command and serves as the Contracting Officer Representative (COR) for the Administrative Services Contract.

b. Duties, Responsibilities and Authority

(1) Monitor performance of the Administrative Support Services Contractors to ensure all services performed are as stated in the Administrative Support Services Contract.

(2) Act as advisor and consultant concerning all aspects of the contract; sets priorities and edits all work for accuracy and completeness.

(3) Review correspondence and directives prepared by Word Processing for signature of the Commanding Officer, Executive Officer and others with "by direction authority" to ensure it conforms to Navy correspondence, message and internal Command requirements. Oversee Command word processing services.

(4) Review incoming messages; assigns action, as required. Assign action to incoming correspondence, as necessary.

(5) Act as Mail Control Officer responsible for oversight of the Command Mail Room and associated department mail, guard mail delivery and collection; incoming and outgoing correspondence; and maintenance of postal directory. Ensures compliance with contract and standing Navy and federal postal regulations.

(6) Act as Printing and Reprographics Officer responsible for oversight of Command reprographic machines, their use and distribution within the Command and conservative use of printing services and payment of same. Command Liaison with Navy Publishing and Printing Office, Groton.

(7) Act as Central Files/Directives and Disposal Control Officer responsible for oversight of Command's central correspondence and message files, directives management, and publications. Directives control point for Command directives to include preparation and issuance.

(8) Act as Command Telephone Officer responsible for oversight and control of Command telephone equipment and monitoring billing for commercial calls. Command liaison with Base Telecommunications Center.

(9) Act as Forms Control Officer, managing the Command Forms Control Program.

(10) Act as Command TAD Coordinator. Signs all cost and no-cost TAD. Oversees preparation of Annual Travel Plan and the various reports required by the Comptroller relating to Command travel and TAD.

(11) Responsible for Plan of the Week.

(12) Oversee and monitor preparation of the Required Reports Tickler (NAVSUBSCOLINST 5215), Collateral Duties List (NAVSUBSCOL NOTE 5420), Master Reports Tickler File and HOTLIST, and Command Telephone Book.

c. Organizational Relationship. The Administrative Services Division Officer reports to the Administrative Officer for the performance of duties. As Contracting Officer's Representative is responsible to the Commanding Officer and to the Contracting Officer located in Philadelphia, PA.

322.1 - Administrative Support Services Contractor (Code N121)

a. Basic Function. The Administrative Support Services Contractor is responsible for performing all tasks outlined in the Administrative Support Services Contract, including basic administration, Command Mail Room, and the Word Processing Center (WPC).

b. Duties, Responsibilities and Authority

(1) Receive, review, distribute or post all official, personal and guard mail in accordance with the Naval and Federal Postal Regulations.

(2) Process all incoming and outgoing correspondence and messages. Routing, as necessary, all action correspondence to the COR for review.

(3) Maintain the Command's central correspondence, directives and publication files in accordance with pertinent directives and Command policy.

(4) Maintain unclassified Command general message files either by hard copy or on disk.

(5) Maintain Command general routing guide for control of all correspondence and publications.

(6) Assign job control numbers to all printing requests. Coordinate with the Navy Printing Office, Groton for delivery, tracking and pick-up of unclassified reproduction. Distribute all reproduction to appropriate codes.

(7) Maintain the Command Mail Room, processing all mail and packages, classified and unclassified, received, maintaining a chain of custody, if required by regulation. Maintains and update the Command Directory. Receives and forward Federal Express packages maintaining a chain of custody.

(8) Receive incoming material for rough or smooth typing of all Command correspondence, directives, forms, messages and ensure timely completion.

(9) Edit all work typed for accuracy, completeness, spelling, paragraphing, grammar and format.

(10) Prepares Cost and No-cost TAD orders, cost/out all requested travel; ensures compliance with NAVSUBSCOL directives and policy and higher echelon directives. Liaison with other commands to resolve difficulties. Ensures members liquidate travel claims upon completion of travel and track and log all claims.

(11) Prepare Annual Travel Plan and quarterly updates and various other travel reports required by the Comptroller/Budget Officer.

(12) Manage Command Forms Control Program and ensures Command forms are stocked as required by directives.

(13) Input basic gains, losses and changes to the VTS system as provided. Generate all reports as required by contract or requested within the guidelines of the contract.

(14) Prepares and/or coordinates Master Reports Tickler File and HOTLIST, Plan of the Week, Primary/Collateral Duty Listing, Recurring Reports Listing, Telephone Directory and monthly billing.

(15) Operates the Command reprographic and telecopier equipment.

c. Organizational Relationship. The Administrative Services Contractor reports to the Contracting Officer's Representative (COR). The Administrative Services Contractor can not be directed to perform actions not in accordance with the contract. Command members will go through the Administrative COR or alternate for any tasks, changes or special requests not specifically included in the contract, to include transfer and inventory of government furnished equipment.

323 - Personnel Support Division Officer (Code N13)

a. Basic Function. The Personnel Support Branch Head is responsible for all areas of staff and student personnel administration for officer and enlisted personnel.

b. Duties, Responsibilities and Authority

(1) Maintain liaison with PSD on all matters relating to administration of officer and enlisted personnel records, personnel reports, and personnel diaries.

(2) Verify accuracy of the Enlisted Distribution and Verification Report and submit necessary corrections.

(3) Ensure efficient and timely check-in and check-out processes are maintained for all staff and student personnel.

(4) Monitor immediate processing of PSD availabilities for Temporary Duty and attrited students.

(5) Maintain liaison with servicing Educational Services Officer to ensure adequate educational opportunities are available to both staff and student personnel.

(6) Supply assets to support pay and personnel requirements of student and staff personnel.

(7) Supervise processing of enlisted performance evaluations, leave papers, and other personnel documents not under the responsibility of PSD.

(8) Process all staff and student personnel actions.

(9) Prepare and update command's social roster/recall list.

(10) Maintain rosters and assignment status of all staff personnel on board for duty, or ordered for duty.

(11) Ensure accurate muster is taken daily and reported to the Executive Officer via the Administrative Officer.

(12) Conduct the Command Sponsor Program ensuring timely designation of a sponsor to incoming personnel as well as distribution of command and area items of interest to prospective command members as soon as identified.

c. Organizational Relationship. The Personnel Support Division Officer reports to the Administrative Officer for the performance of duties.

323.1 - Submarine Training Master Planning System (STMPS) Coordinator (Code N131)

a. Basic Function. The STMPS Coordinator is responsible for all matters pertaining to the STMPS program.

b. Duties, Responsibilities and Authority

(1) Provide recurring and "one-time" reports to the Commanding Officer, Executive Officer, Command Evaluation Officer, Comptroller, and other departments on unit cost data, time-to-train data, course utilization and other quality indicators utilizing STMPS data base. Write "adhoc queries" to provide data on specific quality indicators not contained in standardized reports. Where applicable, forward reports to other training sites for adaptation.

(2) Coordinate with CNET and the STMPS Manager at NETPMSA, and A.R.C. (contractor) personnel to resolve management data problems solely in the domain of STMPS.

(3) Liaison with command NITRAS coordinator to resolve data integrity problems involving the NITRAS system and with the Comptroller to resolve data integrity problems involving CPATS and other fiscal data.

(4) Serve as command representative to the STMPS Advisory Committee (non-voting member).

(5) Maintain command's STMPS systems and associated peripherals.

(6) Provide STMPS training in system design, use, and capabilities.

(7) Submit change recommendations to STMPS System manager for consideration by STMPS Technical Advisory Group.

c. Organizational Relationship. The STMPS Coordinator reports to the Administrative Officer for the performance of duties. In the course of accomplishing assigned tasks, the STMPS Coordinator initiates and affects direct liaison with officials and individuals at all levels within the command.

324 - Staff Civil Engineer (Code N14)

a. Basic Function. The Staff Civil Engineer is responsible for operation and maintenance of the facilities assigned to this command.

b. Duties, Responsibilities and Authority

(1) Manage command's Hazardous Material Control and Management Program.

(2) Provide mechanical plant and support for systems operations, maintenance, and training equipment.

(3) Provide administrative and technical guidance in performance of all facility and utility operations, and public works functions.

(4) Develop and maintain an active energy conservation program.

(5) Review and recommend approval of facility modifications to support training equipment installation.

(6) Coordinate and maintain command's military construction project file.

(7) Supervise all building manager and building management functions.

(8) Oversee maintenance of required property records per NAVFAC P-78 (Navy Facilities Assets Data Base Procedures Manual).

(9) Prepare and submit base facilities requirement documents per the Shore Facilities Planning Manual.

(10) Coordinate with Naval Facilities Engineering Command Engineering Field Division in preparation of Facilities Requirement Plans, Facility Energy Plans and Master Plans. Review and comment on updated plans and associated studies.

(11) Provide annual budget submission input to support real property maintenance and repair, and major construction items.

(12) Monitor by personal inspection and review overall conditions, safety, and appearance of the facility. Make reports of status to the Commanding Officer, when requested.

(13) Coordinate all facilities modifications with cognizant Department Heads and the Security Officer.

(14) Ensure Annual Inspection Summary (AIS) is a complete record of all maintenance required on the facility. Coordinate inspection by the Host Public Works Department to complete the AIS.

(15) Serve as Disaster Preparedness Coordinator.

c. Organizational Relationship. The Staff Civil Engineer reports to the Executive Officer and to the Administrative Officer for Administration purposes.

324.1 Facilities Manager (Code N141)

a. Basic Function. The Facilities Manager oversees all personnel assigned to the facilities management office to ensure compliance with existing NAVSUBASE and NAVSUBSCOL instructions and guidelines.

b. Duties, Responsibilities and Authority

(1) Liaisons with Public Works Personnel regarding work requests and trouble calls.

(2) Coordinates work scheduled between Public Works Department, Contractors and Building Managers.

(3) Reviews all work requests for accuracy and correctness, assigns priorities and properly routes the work request.

(4) Ensures HVAC contracts are modified to include all HVAC equipment associated with new Technical Training Equipment.

(5) Ensures the 3-M system is maintained as required and electrical safety checks are adhered to.

(6) Command representative for the Building Manager Committee convened by Public Works Department.

(7) Schedules weekly zone inspections.

(8) Coordinates scheduled power outages between NAVSUBSCOL and Public Works.

c. Organizational Relationship. The Facilities Manager reports to the Staff Civil Engineer for the performance of duties.

325.2 - Facilities Coordinator (Code N142)

a. Basic Function. The Facilities Coordinator is responsible for manning the NAVSUBSCOL Facilities Trouble Call Desk and submitting and tracking trouble calls for NAVSUBSCOL buildings.

b. Duties, Responsibilities and Authority

(1) Receive trouble calls from building managers, log them, and report them to the Public Works Trouble Desk.

(2) Perform weekly trouble call/Building Deficiency Log updates to include Work Request Status Report updates.

(3) Coordinate weekly Building Inspections ensuring Building Material Inspection books are filled out correctly and returned to the Facilities Office for review.

(4) Track weekly, monthly, quarterly, semi-annual and annual reports for completeness and accuracy.

(5) Take monthly electrical meter readings and ensure information is forwarded to the Public Works Department for billing.

c. Organizational Relationship. The Facilities Coordinator reports to the Facilities Manager for the performance of duties.

324.3 - Hazardous Material Technician (N143)

a. Basic Function. The Hazardous Material Technician is responsible for the Hazard Communication Program and the Hazardous Material Control and Management Plan.

b. Duties, Responsibilities, and Authority. Liaisons with the Safety Department, Department Hazardous Material Representatives, and SUBASE Environmental Department to implement NAVSUBSCOL instructions and local, state and federal regulations regarding Hazardous Materials and Waste.

325 - Student Control Division (Code N15)

a. Basic Function. The Student Control Division Officer is responsible for all aspects of student administration, course scheduling and quota control management.

b. Duties, responsibilities and authority

(1) Supervise processing of student enlisted performance evaluations, leave papers, and other personnel documents not under the responsibility of PSD.

(2) Act as Navy Integrated Training Resources and Administrative System (NITRAS) Manager and Student Control Division Officer.

(3) Control course quotas for the command and ensure students meet prerequisites for training courses.

(4) Submit changes to and maintain a complete and accurate Catalog of Navy Training Courses (CANTRAC).

(5) Coordinate input of VTS data to support CANTRAC, NITRAS, scheduling of courses, and use of laboratory/classroom and course scheduling program in VTS.

(6) Pursue and monitor pipeline and student accounting matters with all schools and departments.

(7) Provide assistance to, and training of, other department representatives in areas concerning NITRAS.

(8) Provide training statistical reports for the command.

(9) Maintain liaison with PSD on all matters relating to administration of student and enlisted personnel records, personnel reports, and personnel diaries. Provide personnel assets to support pay and personnel requirements of students.

(10) Supervise and assign school quotas for all command controlled courses.

(11) Conduct student services in the areas of student advising, counseling, preparation of evaluations/fitness reports and tracking orders for pipeline student population.

(12) Manage pipeline student population with respect to Awaiting Class-Up (ACU) and Awaiting Transfer (AWT) students.

c. Organizational Relationship. The Student Control Officer reports to the Administrative Officer for the performance of duties. In the course of accomplishing assigned tasks, the Student Control Officer initiates and affects direct liaison with officials and individuals at all levels within the command.

325.1 - Assistant Student Control Officer (Code N15A)

c. Organizational Relationship. The Assistant Student Control Officer is responsible for all aspects of student administration and for course scheduling and quota control management.

b. Duties, responsibilities and authority

(1) Supervise processing of student Enlisted Performance Evaluations, leave papers, and other personnel documents not under the responsibility of PSD.

(2) Control course quotas for the command and ensure students meet prerequisites for training courses.

(3) Pursue and monitor pipeline and student accounting matters with all schools and departments.

(4) Provide training statistical reports for the command.

(5) Create and maintain the VTS student personnel database.

(6) Maintain liaison with PSD on all matters relating to administration of student enlisted personnel records, personnel reports, and personnel diaries. Provide personnel assets to support pay and personnel requirements of students.

(7) Supervise and assign school quotas for all command controlled courses.

c. Organizational Relationship. The Student Control Officer reports to the Student Control Officer for the performance of duties.

325.2 - Navy Integrated Training and Resources Administration System (NITRAS) Coordinator (N151)

a. Basic Function. Responsible for coordinating functions of NITRAS.

b. Duties, Responsibilities and Authority

(1) Using VTS, monitor all Student Master File (SMF) data for each student on class convening date, or if not enrolled, submit data with projected convening date.

(2) Input student status change from the Student Action Reports submitted by teaching departments (i.e. attrites, setbacks, etc.)

(3) Correct VTS Transaction/Error Reports and file daily.

(4) Verify accuracy and ensure changes are submitted in a timely manner on the Master Course Reference File.

(5) Verify and correct NITRAS Student Verification reports. Input Student Master Transaction on any errors and then file.

(6) Make necessary error corrections to NITRAS Transaction Reports.

(7) Verify and correct NITRAS Student Linger Reports and enter corrected SMF data for any discrepancy.

(8) Provide NITRAS training to the code NITRAS coordinators as required.

c. Organizational Relationship. NITRAS Coordinator reports to Student Control Officer for performance of duties.

325.3 - Pipeline Managers and Student Advisors (Codes N152)

a. Basic Function. Pipeline Managers are responsible for proper scheduling of pipeline student quotas. Student Advisors are responsible to serve as the primary point of contact for students in areas of student services and counseling.

b. Duties, Responsibilities and Authority

PIPELINE MANAGERS

(1) Receive, direct, and track fleet and accession pipeline students through initial and follow-on class assignments.

(2) Reassign pipeline students whose instruction is interrupted, to minimize training time.

(3) Monitor and track student leave, HARP duty, and special liberty requests to prevent conflicts with class convening dates.

(4) Review pipeline NITRAS course data prior to submission to scheduling.

(5) Act as liaison with BUPERS to ensure timely processing of availabilities, advanced school assignment and follow-on PCD orders.

(6) Ensure accuracy of Student Action Reports and pipeline information prior to entry in VTS.

(7) Provide reports as required to the Assistant Student Control Officer.

(8) Project the number of students awaiting class-up. Provide information to the Assistant Student Control Officer concerning feasibility of unscheduled classes, double shifts or any other management means to alleviate any student pipeline backup.

(9) Enter class-ups and class graduation information in NITRAS for pipeline schools.

(10) Develop efficient schedules for pipelines composed of one or more convenings, or one or more courses of instructions.

(11) Ensure students meet course prerequisites prior to commencing instruction and transfer requirements prior to detaching.

CLASS ADVISOR DUTIES

(1) On class-up, indoctrinate students on SUBASE New London and NAVSUBSCOL policies.

(2) Assign and indoctrinate the Student Class Leader.

(3) Counsel students for non-academic related problems. Coordinate with instructors any efforts started during instructor/student counseling. Be present as a non-voting member at all Academic Review Boards for assigned students.

(4) Act as liaison between students and all student related activities to include, PSD, medical, dental, and housing.

(5) Process student special request chits.

(6) Conduct reveille in BEQ at 0530 (normal working days) and conduct personnel/space inspection.

(7) Make daily contact with each class to ensure no potential problems exist for each student. On the first day of the week, read the Plan of the Week to each class.

(8) Ensure all students are ready to transfer prior to graduation.

(9) Conduct weekly General Military Training for all "A" school students.

(10) Provide all "A" school students the opportunity to conduct Physical Readiness Training three time per week.

(11) Coordinate Semi-annual Physical Readiness Test.

(12) Assist students in accomplishing advancement requirements as delineated by the Command Career Counselor.

(13) Using inputs provided by the students' instructor, process evaluation for transfer and for periodic evaluations.

c. Organizational Relationship. The Pipeline Managers report to the Assistant Student Control Officer for performance of duties. Student Advisors report to the department head to which they are assigned.

325.4 - Transient Personnel Branch Officer (Code N153)

a. Basic Function. The Transient Personnel Branch Officer is responsible for accountability and employment of personnel assigned to the Transient Personnel Branch.

b. Duties, Responsibilities and Authority

(1) Muster assigned students in a status other than under instruction.

(2) Coordinate and monitor status of any administrative processing for all students not under instruction.

(3) Make appropriate status reports to the Scheduling Branch Officer to ensure NITRAS data properly reflects status of transients.

(4) Coordinate all work assignments to include assigning transient personnel to watches and other details, and assigning students awaiting instruction or transfer to areas where they can obtain maximum exposure to information and skills relative to their rating.

(5) Account for student personnel not under instruction. When requested by department heads, and as available, assign not under instruction students to work for those departments.

(6) Assist in processing of new personnel and ensure each has been assigned a bunk and a locker.

c. Organizational Relationship. The Transient Personnel Branch Officer reports to the Student Control Officer for the performance of his duties.

326 - Supply Division Officer (Code N16)

a. Basic Function. The Supply Officer is responsible for general material support.

b. Duties, Responsibilities and Authority

- (1) Provide general material support, including receiving, storing, issuing and transferring of material.
- (2) Maintain OPTAR Log for each department.
- (3) Maintain Consolidated Shore Base Allowance List documents.
- (4) Provide training for Repair Parts Petty Officers (RPPO) in supply procedures.
- (5) Maintain inventory management over command repair parts and consumables.
- (6) Oversee DON Management Control Program as outlined in OPNAVINST 5200.25C and CNETINST 5200.6.
- (7) Conduct frequent inspections of assigned workspaces and assigned supply storage areas.
- (8) Act as Casualty Report (CASREP) Coordinator for the command and ensure all CASREPs are routed through the Supply division prior to release.
- (9) Receive and account for repairables in accordance with local and higher authority instructions.
- (10) Maintain a record of requisition numbers assigned.
- (11) Maintain records of outstanding requisitions.
- (12) Review each requisition for accuracy and completeness prior to forwarding to the supply system.
- (13) Conduct periodic audits to ensure Departmental RPPOs are performing duties correctly.
- (14) Manage Plant Account/Minor Property equipment.

c. Organizational Relationship. The Supply Officer reports to the Administrative Officer for the performance of duties.

327 - Budget/Fiscal Officer (Code N17)

a. Basic Function. The Budget/Fiscal Officer is responsible for all facets of budget, accounting, and related financial policies, procedures and systems. This position provides the command's sole source of financial knowledge for past, present and future requirements.

b. Duties, Responsibilities and Authority

(1) Provide guidance and instruction to NAVSUBSCOL personnel for O&MN, CPATS, POM, and budget formulation, execution, review and audit.

(2) Execute NAVSUBSCOL's budget and prepare annual Expense Operating Budget, Apportionment, and mid-year review.

(3) Maintain liaison with higher authority in formulation, justification and execution of funding requirements.

(4) Provide tracking and distribution of funds to departments.

(5) Act as Interservice Support Agreement Coordinator.

(6) Act as CNET Program Automated Tracking Systems Coordinator.

(7) Act as command representative to the SUBASE Equal Employment Opportunity Advisory Committee (EEOAC).

(8) Supervise accounting and timekeeping/payroll function.

(9) Distribute monthly direct military labor to applicable cost accounts/courses and statistical General Ledger Accounts.

(10) Prepare all required monthly financial reports to CNET.

(11) Reconcile monthly internal memorandum records for direct and reimbursable obligations with Authorized Accounting Activity Reports for current and prior years to ensure accuracy of command's obligation rate.

(12) Generate and input of job orders and cost accounts which must conform to standards issued by NAVCOMPT and CNET.

(13) Maintain daily financial transaction input into accounts that govern operations and financial accounting position of NAVSUBSCOL.

(14) Provide financial information for Commercial Activities Program.

c. Organizational Relationship. The Budget/Fiscal Officer reports to the Commanding Officer via the Chain of Command and to the Administrative Officer for administration of the division.

330 - Officer Training Department

330.1 - Officer Training Department Head (Code N2)

a. Basic function. The Officer Training Department Head is responsible for student affairs and scheduling Naval Submarine School courses with the exception of Basic Enlisted Submarine School (BESS).

b. Duties, responsibilities and authority

(1) Supervise and oversee conduct of officer pipeline courses to include Submarine Officer Basic Course (SOBC), Submarine Officer Indoctrination course (SOIC), Submarine Officer Advanced Course (SOAC) and Prospective Executive Officer (PXO) course.

(2) Provide coordination for support of Prospective Commanding Officer (PCO) course.

(3) Coordinate and conduct International Diesel course for international military officers.

(4) Coordinate scheduling of classrooms, auditoriums and trainers.

(5) Maintain central Technical Library for NAVSUBSCOL.

(6) Obtain feedback from the fleet and formulate appropriate recommendations to improve the training program.

(7) Administer allotted funds.

c. Organizational relationship. The Officer Training Department Head reports to the Executive Officer for the performance of duties.

330.2 - Assistant Department Head, Officer Training (Code N2A)

a. Basic Function. The Assistant Department Head, Officer Training is responsible for providing quality submarine training to officer students.

b. Duties, Responsibilities and Authority

(1) Assist the Department Head in administration of the department.

(2) Conduct periodic evaluations on effectiveness of curriculum within SOBC and SOAC courses and make recommendations for change to the Department Head.

(3) Formulate In-Service Training Program and ensure implementation of the training program within the department.

(4) Proctor Academic Review Boards convened to counsel officer students whose performance lead to disenrollment.

(5) Supervise training and professional development of assigned personnel.

(6) Investigate reports of infractions of regulations involving personnel of the department and make recommendations to the Department Head concerning disposition.

(7) Be responsible for security of all classified material within the department.

(8) Provide safety instructions to all personnel assigned. Enforce all safety regulations and precautions.

(9) Originate correspondence and recurring reports concerning the department and standardize effective administrative and clerical procedures within the department.

(10) Disseminate current information concerning policy and regulations which may affect the mission of the department.

c. Organizational Relationship. The Assistant Department Head, Officer Training reports to the Officer Training Department Head for the performance of duties.

330.3 - Department Master Chief (N2A1)

a. Basic Function. The Officer Training Department Master Chief is responsible for advising the Department head on all matters pertaining to enlisted personnel.

b. Duties, Responsibilities and Authority

(1) Assist and advise the Department head in matters pertaining to the welfare and morale of staff and student enlisted personnel and their family members.

(2) Maintain direct liaison and meet periodically with all enlisted personnel in their work spaces to exchange ideas and disseminate information.

(3) Provide Department Head with an evaluation of the impact of proposed policy changes on enlisted personnel.

(4) Coordinate staff participation in enlisted awards programs.

(5) Coordinate enlisted performance evaluation program.

(6) Coordinate enlisted personnel leave in consonance with workload and scheduled functions, ensuring operational commitments are met.

(7) Advise the Department Head concerning assignment of personnel assets.

(8) Oversee administrative functions.

(9) Conduct Professional Development Boards.

(10) Supervise training and professional development of assigned enlisted personnel.

c. Organizational Relationship. The Officer Training Department Master Chief reports to the Officer Training Department Head.

331 - Prospective Executive Officer Course Instructor (Code N21)

a. Basic function. The Prospective Executive Officer (PXO) Instructor is responsible to the Officer Training Department Head for providing quality training to Prospective Executive Officers.

b. Duties, responsibilities and authority

(1) Advise the Department Head of problems and developments relating to assigned curriculum.

(2) Coordinate preparation and maintenance of curriculum.

(3) Conduct periodic evaluations on effectiveness of training within the PXO Training course and make recommendations to the Department Head.

(4) Account for custody, maintenance and repair of assigned test equipment, training equipage, spaces and publications.

(5) Be responsible for security of all classified material within the PXO lounge.

(6) Originate correspondence and recurring reports concerning the division and standardize effective administrative and clerical procedures within the PXO course.

(7) Disseminate current information concerning policy and regulations which may affect the mission of the PXO course.

(8) Consult frequently with the COMSUBLANT and COMSUBPAC prospective Commanding Officer Instructors to ensure proper tactical priorities are maintained in PXO curriculum.

(9) Advise the Combat Systems/Tactics Training Department Head concerning quality and applicability of tactical training provided to the PXOs.

(10) Schedule, promulgate, and distribute PXO class schedules.

c. Organizational relationship. The PXO Instructor reports to the Officer Training Department Head for the performance of duties.

332 - Officer Training Division Officer (Code N22)

a. Basic function. The Officer Training Division Officer is responsible for providing basic and advanced instruction to officer students in all aspects of submarine tactics, ship control, navigation, administration, supply, weapons, casualty control, operational communications; and in supervision of the operation and maintenance of submarine diesel engines, auxiliary systems, and fire control equipment.

b. Duties, responsibilities and authority:

(1) Supervise training and professional development of assigned officer personnel.

(2) Administer and conduct SOBC, SOIC, and SOAC.

(3) Augment Prospective Commanding Officer Training, submarine crew refresher training, and predeployment training.

(4) Obtain feedback from SOAC, SOBC and SOIC students to improve training programs and student quality of life. Formulate appropriate recommendations to improve the training program.

(5) Coordinate Naval Submarine School implementation of Submarine Onboard Training.

(6) Conduct analysis of test items and test results.

(7) Ensure timely and appropriate scheduling of officer training via the Training Program Manager.

(8) Direct an Academic Review Board be convened to counsel students whose performance may lead to disenrollment.

c. Organizational relationship. The Officer Training Division Officer reports to the Officer Training Department Head. He liaisons with the CISO Director for instruction and instructional materials.

332.1 - Student Services (Code N22A)

a. Basic function. Student Services is responsible for administrative matters concerning Submarine Officer Course students.

b. Duties, responsibilities and authority

(1) Provide direct support to Submarine Officer Course Program Managers.

(2) Monitor and track administrative matters including pay, medical, and dental.

(3) Responsible for entering class-up and class graduation information for PXO, SOAC, SOBC and SOIC courses in VTS.

(4) Responsible for planning and execution of SOAC and SOBC graduation ceremonies.

(5) Responsible for quota control of the Senior Military Justice Course for NAVSUBSCOL.

(6) Responsible for scheduling and maintenance of department vehicle.

c. Organizational relationship. Student Services report to the Officer Training Division Officer for the performance of duties.

332.2 - Curriculum Development Support (Code N22B)

a. Basic function. Curriculum Development Support Branch is responsible for coordinating and entering all officer curriculum changes under the cognizance of Officer Training Department.

b. Duties, responsibilities and authority

(1) Provide direct support to Officer Training Division Officer to input curriculum into Authoring Instructional Methods (AIM) for PXO, SOAC, SOBC and SOIC courses.

(2) Coordinate with CISO and respective Lead Instructors on changes to curriculum and production of training aids for officer curriculum.

c. Organizational relationship. Curriculum Development reports to the Officer Training Division Officer for performance of duties.

332.3 - Naval Warfare Publication Library (Code N22C)

a. Basic function. The Naval Warfare Publication (NWP) Library is responsible for receiving, stowage, maintenance, and issuing of classified material and publications to staff and students within Naval Submarine School.

b. Duties, responsibilities and authority

(1) Receive all NWPs and other technical manuals, record receipt, maintain accountability and distribute them within the command.

(2) Maintain strict accountability of all classified material including receipt, distribution, destruction, and recordkeeping.

(3) Receive and distribute all classified messages within the department.

(4) Accurately enter all changes to technical manuals within the library.

(5) Train outside department custodians in proper installation of changes and maintenance of classified technical manuals.

(6) Ensure all staff and students are indoctrinated properly on procedures for checking books in and out of the library, destruction of classified material/notes and safeguarding of classified notes.

(7) Responsible for shipping of all classified material out of the department.

c. Organizational relationship. The Director, Naval Warfare Publication Library reports to the Officer Training Division Officer.

332.4 - Scheduling Coordinator (Code N22D)

a. Basic Function. The Scheduling Coordinator is responsible for planning, organization, administration, and accurate scheduling of all classrooms, "multi-use" trainers, auditoriums and training laboratories.

b. Duties, responsibilities and authority:

(1) Schedule, promulgate, and distribute weekly and quarterly schedule of all multi-use trainers to support fleet and school house training requirements.

(2) Schedule and distribute a bi-weekly auditorium schedule to Building Managers assigned to Code N14.

(3) Prepare and submit "Tactical Training Newsletter Message" to advise afloat units of trainer availability and usage. Provide listing of available course quotas to ensure full utilization of facilities.

(4) Provide status reports of all "multi-use" trainers.

(5) Assist fleet units in scheduling responsive and pre-deployment training in accordance with SUBLANT/SUBPAC directives.

(6) Develop efficient class convening schedules for courses within NAVSUBSCOL utilizing "Navy Class Scheduling System" computer based program.

(7) Determine if additional convenings can be accommodated given available resources.

c. Organizational relationship. The Scheduling Coordinator reports to the Officer Training Division Officer.

332.5 - SOBC Training Program Manager (Code N221)

a. Basic function. The SOBC Program Manager is responsible for providing quality basic submarine training to officer students.

b. Duties, responsibilities and authority

(1) Advise the Officer Training Division Officer of problems and developments relating to the assigned curriculum.

(2) Coordinate preparation and maintenance of curriculum with teaching codes.

(3) Conduct periodic evaluations on effectiveness of training within SOBC through the use of student course critiques. Make recommendations to the Officer Training Division Officer and provide appropriate feedback to the applicable instructor codes.

(4) Direct an Academic Review Board be convened to counsel students whose performance may lead to disenrollment.

(5) Account for custody, maintenance and repair of assigned test equipment, training equipage, spaces and publications.

(6) Supervise training and professional development of assigned personnel.

(7) Investigate reports of infractions of regulations involving students, and make appropriate recommendations to the Division Officer concerning disposition.

(8) Be responsible for training of security requirements for handling of all classified material held by the students.

(9) Provide safety instructions to assigned personnel.

(10) Originate correspondence and recurring reports concerning student matters and standardize effective administrative and clerical procedures for the course.

(11) Disseminate current information concerning policy and regulations which may affect the mission of the branch.

(12) Liaison and assist in-house and prospective SOBC students on matters of counseling, administration, detailing, graduation, academic requirements and social functions.

(13) Serve as single point of contact for SOBC curriculum via the course Lead Instructors and Officer Training Division Officer.

(14) Schedule, promulgate and distribute SOBC and SOIC class schedules.

(15) Responsible for entering class-up and class graduation information in VTS for SOBC classes.

(16) Act as administrator of submarine onboard training for SOBC and Officer Training Department.

c. Organizational relationship. The SOBC Program Manager reports to the Officer Training Division Officer for the performance of duties.

332.6 - SOAC Training Program Manager (Code N222)

a. Basic function. The SOAC Program Manager is responsible for providing quality advanced submarine training to officer students.

b. Duties, responsibilities and authority

(1) Advise the Officer Training Division Officer of problems and developments relating to the assigned curriculum.

(2) Coordinate preparation and maintenance of curriculum with teaching codes.

(3) Conduct periodic evaluations on effectiveness of training within SOAC through the use of student course critiques. Make recommendations to the Officer Training Division Officer and provide appropriate feedback to the applicable instructor codes.

(4) Direct an Academic Review Board be convened to counsel those students whose performance may lead to disenrollment.

(5) Account for custody, maintenance and repair of assigned test equipment, training equipage, spaces and publications.

(6) Supervise training and professional development of assigned personnel.

(7) Investigate reports of infractions of regulations involving students and make appropriate recommendations to the Division Officer concerning disposition.

(8) Be responsible for the training of security requirements for handling of all classified material held by the students.

(9) Provide safety instructions to assigned personnel.

(10) Originate correspondence and recurring reports concerning student matters and standardize effective administrative and clerical procedures within the branch.

(11) Disseminate current information concerning policy and regulations which may affect the mission of the branch.

(12) Liaison and assist in-house and prospective SOAC students on matters of counseling, administration, detailing, graduation, academic requirements and social functions.

(13) Serve as single point of contact for SOAC curriculum via the course Lead Instructors and Officer Training Division Officer.

(14) Schedule, promulgate and distribute SOAC class schedules.

(15) Act as administrator for Submarine Onboard Training for SOAC.

c. Organizational relationship. The SOAC Program Manager reports to the Officer Training Division Officer for the performance of duties.

332.7 - Supply Training Program Manager (Code N223)

a. Basic function. The Supply Programs Manager is responsible for providing quality supply training to Prospective Submarine Supply Officers, Prospective Executive Officers, Prospective Department Heads, and Prospective Division Officers. The Supply Programs Manager also will be responsible to the General Skills/High Risk Training Department Head as a special consultant for all enlisted supply training.

b. Duties, responsibilities and authority

(1) Advise the Division Officer of problems and developments relating to assigned curriculum.

(2) Coordinate preparation and maintenance of Supply Officer Curriculum.

(3) Supervise supply training and professional development of assigned personnel.

(4) Liaison with the General Skills/High Risk Training Department for development and maintenance of enlisted supply related curriculum.

c. Organizational relationship. The Supply Programs Manager reports to the Officer Training Division Officer for the performance of duties.

333 - International Military Training, Prospective Commanding Officer and Predeployment Coordinator (Code N23)

a. Basic function. The International Military Training and Prospective Commanding Officer Coordinator acts as host administrator, counselor, expeditor, diplomat, and primary point of contact for International Military Students (IMS) undergoing courses of instruction at the command.

b. Duties, responsibilities and authority:

(1) Enhance the ability of a foreign country to perform its role in a manner consistent with U.S. multi-national strategy or as may be indicated in treaties or other international agreements.

(2) Promote U.S. military rapport with armed forces of the foreign country.

(3) Promote foreign policy, security, and general welfare of the U.S. by assisting peoples of various countries in efforts toward economic development and enhancement of internal and external security.

(4) Promote better understanding of the U.S., including government, judicial, political system, press, agriculture, economy, education, diversity of American life and human rights.

(5) Administer International Military Training.

(6) Maintain biographical records on International Military Trainees (IMT).

(7) Process all IMTs upon arrival and departure from the training installation.

(8) Act as principal advisor for the Department of Defense Informational Program for International Military Training.

(9) Act as principal coordinator for pre-deploying unit training. Liaison directly with appropriate squadron or group and the deploying unit to schedule trainers and lectures in support of COMSUBLANT/COMSUBPAC Training Manual Requirements.

(10) Serve as primary point of contact for coordinating Prospective Commanding Officer training while at NAVSUBSCOL. Supervise scheduling of trainers and student services.

c. Organizational relationship. The International Military Training Officer reports to the Officer Training Department Head for the performance of duties.

340 - Engineering Training Department

340.1 - Engineering Training Department Head (Code N3)

a. Basic Function. The Engineering Training Department Head is responsible for supervising all aspects of training for officer and enlisted personnel in the areas of interior communications, auxiliary systems, electrical systems and mechanical/nuclear propulsion support systems.

b. Duties, Responsibilities and Authority

(1) Provide advanced theoretical, operational and maintenance training in the areas of interior communications, auxiliary systems, electrical systems and mechanical/nuclear propulsion support systems.

(2) Provide responsive training, based on available resources, to support needs of the submarine force.

(3) Prepare prospective nuclear engineer officer candidates for examination at the Division of Naval Reactors.

(4) Provide for maintenance and readiness of training equipment.

(5) Manage courses assigned to the Engineering Training Department Head.

(6) Submit and track all CASREPS for the department in coordination with the supply division.

(7) Review and approve qualification of course supervisors and instructional evaluators, ensuring compliance with prescribed standards.

(8) Obtain feedback from personnel returning from the fleet and formulate appropriate recommendations to improve the training program.

(9) Conduct analysis of test items and test results.

(10) Provide initial entry training for submarine Machinist's Mates.

(11) Provide Module, Test Repair and Gold Disc development facilities.

c. Organizational Relationship. The Engineering Training Department Head reports to the Executive Officer for the performance of duties, and coordinates with the CISO Director for the quality of instruction and instructional materials.

340.2 - Engineering Training Department Master Chief (Code N3A)

a. Basic Function. The Engineering Training Department Master Chief is responsible for advising the Department Head on all matters pertaining to enlisted personnel.

b. Duties, Responsibilities and Authority

(1) Assist and advise the Department Head in matters pertaining to the welfare and morale of enlisted personnel and their family members.

(2) Maintain direct liaison and meet periodically with all enlisted personnel in their work spaces to exchange ideas and disseminate information.

(3) Provide the Department Head with an evaluation of the impact of proposed policy changes on enlisted personnel.

(4) Coordinate staff participation in enlisted awards programs.

(5) Coordinate Enlisted Performance Evaluation Program.

(6) Oversee all non-curriculum related matters.

(7) Coordinate enlisted personnel leave in consonance with workload and scheduled functions, ensuring operational commitments are met.

(8) Advise the Department Head concerning assignment of personnel assets.

(9) Oversee administrative functions.

(10) Conduct Professional Development Boards.

c. Organizational Relationship. The Engineering Training Department Master Chief reports to the Engineering Training Department Head.

341 - Nuclear Power Training Division Officer (Code N31)

a. Basic Function. The Nuclear Power Training Division Officer is responsible for supervising all aspects of training for officer and enlisted personnel in the area of nuclear propulsion/electrical support systems.

b. Duties, Responsibilities, and Authority

(1) Advise the Department Head of problems and developments relating to assigned curriculum.

(2) Coordinate preparation and maintenance of curriculum.

(3) Conduct periodic evaluations on the effectiveness of training within the Nuclear Power Training Division and make recommendations for change to the Department Head.

(4) Represent the division in formulation of the command's In-Service Training Program and ensure implementation of the training program within the division.

(5) Conduct periodic evaluations on the performance of assigned instructors and retain responsibility for updating instructional methods and practices as required for effective instruction.

(6) Direct an Academic Review Board be convened to counsel students whose performance indicates difficulties which may lead to disenrollment.

(7) Account for custody, maintenance and repair of assigned test equipment, training equipage, spaces and publications.

(8) Supervise training and professional development of assigned personnel.

(9) Investigate reports of infractions of regulations involving personnel of the division and make appropriate recommendations to the Department Head concerning disposition.

(10) Be responsible for the security of all classified material within the division.

(11) Provide safety precautions to all personnel assigned. Enforce all safety regulations and precautions.

(12) Originate correspondence and recurring reports concerning the division and standardize effective administrative and clerical procedures within the division.

(13) Disseminate current information concerning policy and regulations which may affect the mission of the Nuclear Power Training Division.

(14) Schedule, document, and conduct preventive and corrective maintenance on TTE and training devices assigned.

(15) Manage configuration of assigned equipment.

(16) Manage division budget and OPTAR requirements.

(17) Coordinate procurement, assignment, replacement and accountability of all special and general purpose tools held by the department.

(18) Coordinate all 3M/MDCS efforts within the division.

(19) Provide advanced training on the Navy Quality Assurance program.

(20) Ensure required surveys associated with storage and handling of general radioactive material are performed and documented.

(21) Manage Electronic Module Test/Repair facility.

c. Organizational Relationship. The Nuclear Power Training Division Officer reports to the Engineering Training Department Head for the performance of duties.

342 - Auxiliary/Interior Communications Training Division Officer (Code N32)

a. Basic Function. The Auxiliary/Interior Communications Training Division Officer is responsible for supervising all aspects of training for officer and enlisted personnel in the area of auxiliary submarine systems, interior communications, welding, machine tool, Machinist's Mate "A" School.

b. Duties, Responsibilities and Authority

(1) Advise the Department Head of problems and developments relating to the assigned curriculum.

(2) Coordinate preparation and maintenance of curriculum.

(3) Conduct periodic evaluations on the effectiveness of training within the Auxiliary/Interior Communications Training division and make recommendations for change to the Department Head.

(4) Represent the division in formulation of the Command's In-Service Training Program and ensure implementation of the training program within the division.

(5) Conduct periodic evaluations on the performance of assigned instructors and retain responsibility for updating instructional methods and practices as required for effective instruction.

(6) Direct an Academic Review Board be convened to counsel students whose performance indicates difficulties which may lead to disenrollment.

(7) Account for custody, maintenance and repair of assigned test equipment, training equipage, spaces and publications.

(8) Supervise training and professional development of assigned personnel.

(9) Investigate reports of infractions of regulations involving personnel of the division and make appropriate recommendations to the Department Head concerning disposition.

(10) Be responsible for the security of all classified material within the division.

(11) Provide safety precautions to all personnel assigned. Enforce all safety regulations and precautions.

(12) Originate correspondence and recurring reports concerning the division and standardize effective administrative and clerical procedures within the division.

(13) Disseminate current information concerning policy and regulations which may affect the mission of the division.

(14) Schedule, document, and conduct preventive and corrective maintenance on TTE and training devices assigned.

(15) Manage configuration of assigned equipment.

(16) Manage division budget and OPTAR requirements.

(17) Coordinate procurement, assignment, replacement and accountability of all special and general purpose tools held by the division.

(18) Coordinate all 3M/MDCS efforts within the division.

c. Organizational Relationship. The Auxiliary/Interior Communications Training Division Officer is responsible to the Engineering Training Department Head for the performance of duties.

343 - Prospective Nuclear Engineering Officer Training Division Officer (Code N33)

a. Basic Function. The Prospective Nuclear Engineering Officer (PNEO) Training Division Officer is responsible for supervision of all aspects of training of prospective nuclear engineer officers in the areas of engineering operations and administration.

b. Duties, Responsibilities and Authority

(1) Prepare prospective nuclear engineer officer candidates for examination by the Division of Naval Reactors.

(2) Advise the Department Head of problems and developments relating to assigned curriculum.

(3) Conduct periodic evaluations on the effectiveness of training within the Prospective Nuclear Engineer Officer Training Division and make recommendations for change to the Department Head.

(4) Represent the division in the formulation of the command's In-Service Training Program and ensure implementation of the training program within the division.

(5) Account for custody, maintenance and repair of assigned training equipment and spaces.

(6) Supervise training and professional development of assigned personnel.

(7) Investigate reports of infractions of regulations involving personnel of the division and make appropriate recommendations to the Department Head concerning disposition.

(8) Be responsible for the security of all classified material within the division.

(9) Provide safety precautions to all personnel assigned. Enforce all safety regulations and precautions.

(10) Originate correspondence and recurring reports concerning the division and standardize effective administrative and clerical procedures within the division.

(11) Disseminate current information concerning policy and regulations which may affect the mission of the Prospective Nuclear Engineering Officer Training Division.

(12) Manage division budget and OPTAR requirements.

(13) Supervise administration and all aspects of the Engineering Training Department Technical Library.

c. Organizational Relationship. The Prospective Nuclear Engineering Officer Training Division Officer reports to the Engineering Training Department Head for the performance of duties.

350 - Combat Systems/Tactics Training Department

350.1 - Combat Systems/Tactics Training Department Head (N4)

a. Basic Function. The Combat Systems/Tactics Training Department is responsible for providing quality officer, enlisted and team training in the tactical employment, operation and maintenance of combat systems.

b. Duties, Responsibilities and Authority

(1) Provide courses of instruction to train officers and enlisted personnel in knowledge and skills needed to build and maintain competency and proficiency in the tactical employment and maintenance of weapons, fire control and sonar systems.

(2) Provide team training in weapons, fire control, sonar systems, submarine tactics and pre-deployment proficiency training.

c. Organizational Relationship. The Combat Systems/Tactics Training Department Head reports to the Executive Officer for the performance of duties and coordinates with the CISO Director for the quality of instruction and instructional materials.

350.2 - Combat Systems/Tactics Training Assistant Department Head (N4A)

a. Basic Function. The Assistant Department Head, Combat Systems/Tactics Training is responsible for providing quality training in all tactics subjects.

b. Duties, Responsibilities and Authority

(1) Conduct periodic evaluations of effectiveness of training within the Combat Systems/Tactics Training Department and make recommendations for change to the Department Head.

(2) Represent the department in formulation of the command's in-service training program and ensure implementation of the training program.

(3) Investigate reports of infractions of regulations involving personnel of the department and make appropriate recommendations to the Department Head concerning disposition.

(4) Originate correspondence and recurring reports concerning the department.

(5) Disseminate current information concerning policy and regulations which may affect the mission of the Combat Systems/Tactics Training Department.

c. Organizational Relationship. The Assistant Department Head, Combat Systems/Tactics Training reports to the Combat Systems/Tactics Training Department Head for the performance of duties.

350.3 - Combat Systems/Tactics Training Department Master Chief
(Code N4A1)

a. Basic Function. The Combat Systems/Tactics Training Directorate Master Chief is responsible for advising the Assistant Director on all matters pertaining to enlisted personnel.

b. Duties, Responsibilities and Authority

(1) Assist and advise the Department Head in matters pertaining to the welfare and morale of enlisted personnel and their family members.

(2) Maintain direct liaison and meet periodically with all enlisted personnel in their work spaces to exchange ideas and disseminate information.

(3) Provide Department Head with an evaluation of the impact of proposed policy changes on enlisted personnel.

(4) Coordinate staff participation in enlisted awards programs.

(5) Coordinate enlisted performance evaluation program.

(6) Coordinate department manpower and staffing requirements with Manpower Analyst.

(7) Review compliance with applicable 3M guidance.

(8) Oversee all non-curriculum related matters.

(9) Coordinate enlisted personnel leave in consonance with workload and scheduled functions, ensuring operational commitments are met.

(10) Advise the Department Head concerning assignment of personnel assets.

(11) Oversee administrative functions.

(12) Conduct Professional Development Boards.

c. Organizational Relationship. The Combat Systems/Tactics Training Department Master Chief reports to the Combat Systems/Tactics Training Department Head.

350.4 - 3-M Coordinator (Code 01M/N4C)

a. Basic Function. The 3-M Coordinator is responsible for coordination and direct supervision of all facets of the command's 3-M Program.

b. Duties, Responsibilities and Authority

(1) Perform duties and responsibilities set forth in OPNAVINST 4790.4B.

(2) Coordinate the Calibration Program for all General Purpose Electronic Test Equipment (GPETE) and mechanical equipment maintained within the training activity and the Field Calibration Activity (FCA) per NAVSEAINST 4734.1.

c. Organizational Relationship. The 3-M Coordinator reports to the Executive Officer for the proper functioning of the 3-M System and to the Command Contracting Officer Representative (01H/N4C) for administrative matters which pertain to operation of the 3-M program. Department Heads, Division Officers, Departmental 3-M assistants, and work center supervisors collaborate the 3-M Coordinator on matters relating to the 3-M system.

350.5 - Acoustic Intelligence Support Specialist (N4D)

a. Basic Function. The Acoustic Intelligence (ACINT) support specialist is responsible for ensuring officer, enlisted and team sonar curriculum and training are current and accurate in accordance with Type Commander tactical and acoustic guidance.

b. Duties, Responsibilities and Authority

(1) Act as point of contact with Submarine Surveillance Equipment Program (SSEP) and the Office of Naval Intelligence (ONI) for all matters related to sonar employment and acoustic intelligence materials.

(2) Provide instruction for officer and enlisted courses as well as sonar trainers.

(3) Provide periodic staff in-rate training on current tactical and acoustic guidance.

(4) Act as NAVSUBSCOL representative on the Target Characteristics Review Board (TCRB).

(5) Coordinate tours of SSEP acoustic analysis facilities for LCPO course students.

(6) Provide support for pre-deployment training to include verification of training scenario accuracy and sonar section evaluation.

c. Organizational Relationship. The ACINT Support Specialist reports to the Combat Systems/Tactics Training Department Head.

351 - Sonar Training Division Officer (N41)

a. Basic Function. The Sonar Training Division Officer is responsible for providing quality training in sonar operations and maintenance.

b. Duties, Responsibilities and Authority

(1) Advise the Department Head of problems and developments relating to the Sonar Training Division curriculum and training devices.

(2) Provide theoretical and operational courses to train officer and enlisted personnel in basic knowledge and skills needed to build and maintain competence and proficiency in operation and maintenance of submarine sonar systems.

(3) Account for custody, maintenance and repair of assigned test equipment, training equipage, spaces and publications.

(4) Provide for training and professional development of assigned personnel.

(5) Provide for maintenance and readiness of assigned training devices.

(6) Conduct periodic evaluations of effectiveness of training within the Sonar Training Division.

(7) Review and approve qualification of course supervisors and instructional evaluators, ensuring compliance with prescribed standards.

(8) Obtain feedback from personnel returning from the fleet and formulate appropriate recommendations to improve the training program.

c. Organizational Relationship. The Sonar Training Division Officer reports to the Combat Systems/Tactics Training Department Head.

351.1 - Sonar Trainer Maintenance Coordinator (N41B)

a. Basic Function. The Sonar Trainer Maintenance Coordinator is responsible for sonar trainer system maintenance, and for organization, administration, operation, and effective utilization of the sonar trainer resources available within the division.

b. Duties, Responsibilities and Authority

(1) Act as primary liaison between COMS, COR and the division on matters relating to trainer maintenance.

(2) Provide for maintenance and readiness of assigned training devices.

(3) Act as division 3-M and Calibration Coordinator.

(4) Manage configurations of assigned equipment.

(5) Originate correspondence and recurring reports concerning division trainer equipment.

(6) Inform COMS when maintenance/repairs are needed. Track repairs and route COMS Customer Feedback Reports.

(7) Collect, screen and route Training Device Run Logs and Utilization Reports for sonar trainers.

(8) Receive, review and route 1250 forms from assigned work centers.

(9) Interface with COR as Technical Assistant for division trainers.

(10) Act as member of Target Characteristics Review Board and Combat Systems Trainer System Working Group.

(11) Disseminate current information concerning policy and regulations which may effect the mission of the division trainers.

(12) Coordinate with the N2 scheduling office on matters of trainer readiness that will impact scheduled training or trainer availability.

(13) Track plans for future trainer upgrades, installations and configuration changes.

c. Organizational Relationship. The Sonar Trainer Maintenance Coordinator reports to the Sonar Training Division Officer.

351.2 - Sonar Maintenance/STS "A" School Branch Head (N411)

a. Basic Function. The Sonar Maintenance/STS "A" School Branch Head is responsible for providing enlisted training in sonar system maintenance and STS "A" School. He also is

responsible for organization, administration and operation of the branch and for cost effective utilization of resources available for training within the branch.

b. Duties, Responsibilities and Authority:

(1) Conduct periodic evaluations of effectiveness of training within the branch and make recommendations for change to the Division Officer.

(2) Account for custody, maintenance and repair of assigned test equipment, training equipage, spaces and publications.

(3) Investigate reports of infractions of regulations involving personnel of the branch and make appropriate recommendations to the Division Officer concerning disposition.

(4) Review and approve qualification of course supervisors and instructional evaluators, ensuring compliance with prescribed standards.

(5) Obtain feedback from personnel returning from the fleet and formulate appropriate recommendations to improve the training program.

(6) Be responsible for the security of all classified material within the branch.

(7) Enforce all safety regulations and precautions.

(8) Originate correspondence and recurring reports concerning the branch and standardize effective administrative and clerical procedures within the branch.

(9) Disseminate current information concerning policy and regulations which may affect the mission of the branch.

(10) Supervise training and professional development of assigned personnel.

c. Organizational Relationship. The Sonar Maintenance/STS "A" School Branch Head reports to the Sonar Training Division Officer.

351.3 - Sonar Employment Training Branch Head (N412)

a. Basic Function. The Sonar Employment Training Branch Head is responsible for providing officer, enlisted and team training in sonar system operation. He also is responsible for the organization, administration and operation of the branch and for cost effective utilization of the resources available for training within the branch.

b. Duties, Responsibilities and Authority

(1) Conduct periodic evaluations of the effectiveness of training within the branch and make recommendations for change to the Division Officer.

(2) Supervise branch in-rate training program.

(3) Account for custody, maintenance and repair of assigned test equipment, training equipage, spaces and publications.

(4) Investigate reports of infractions of regulations involving personnel of the branch and make appropriate recommendations to the Division Officer concerning disposition.

(5) Review and approve qualification of course supervisors and instructional evaluators, ensuring compliance with prescribed standards.

(6) Obtain feedback from personnel returning from the fleet and formulate appropriate recommendations to improve the training program.

(7) Be responsible for the security of all classified material within the branch.

(8) Enforce all safety regulations and precautions.

(9) Originate correspondence and recurring reports concerning the branch and standardize effective administration and clerical procedures within the branch.

(10) Disseminate current information concerning policy and regulations which may affect the mission of the branch.

(11) Supervise training and professional development of assigned personnel.

c. Organizational Relationship. The Sonar Employment Branch Head reports to the Sonar Training Division Officer.

352 - Weapons Training Division Officer (N42)

a. Basic Function. The Weapons Training Division Office is responsible for providing quality training to officer and enlisted students in all weapons systems subject matters.

b. Duties, Responsibilities and Authority

(1) Advise the Department Head of problems and developments relating to the Weapons Training Division curriculum and training devices.

(2) Provide theoretical and operational courses to train officer and enlisted personnel in the basic knowledge and skills needed to build and maintain competence and proficiency in operation and maintenance of fire control, ordnance and weapons handling systems, and tactical instruction.

(3) Provide maintenance and readiness of assigned training devices.

(4) Provide training and professional development of assigned personnel.

(5) Manage courses assigned to the Weapons Training Division.

(6) Review and approve qualification of course supervisors and instructional evaluators, ensuring compliance with prescribed standards.

(7) Obtain feedback from personnel returning from the fleet and formulate appropriate recommendations to improve the training program.

c. Organizational Relationship. The Weapons Training Division Officer reports to the Combat Systems/Tactics Training Department Head.

352.1 - Fire Control Trainer Maintenance Coordinator (N42B)

a. Basic Function. The Fire Control Trainer Maintenance Coordinator is responsible for fire control trainer system maintenance, and for organization, administration, operation, and effective utilization of the fire control trainer resources available within the division.

b. Duties, Responsibilities and Authority

(1) Act as primary liaison between COMS, COR and the division on matters relating to trainer maintenance.

(2) Provide for maintenance and readiness of assigned training devices.

(3) Act as division 3-M and Calibration Coordinator.

(4) Manage configurations of assigned equipment.

(5) Originate correspondence and recurring reports concerning division trainer equipment.

(6) Inform COMS when maintenance/repairs are needed. Track repairs and route COMS Customer Feedback Reports.

(7) Collect, screen and route Training Device Run Logs and Utilization Reports for fire control trainers.

(8) Receive, review and route 1250 forms from assigned work centers.

(9) Interface with COR as Technical Assistant for division trainers.

(10) Act as member of Combat Systems Trainer System Working Group.

(11) Disseminate current information concerning policy and regulations which may effect the mission of the division trainers.

(12) Coordinate with the N2 scheduling office on matters of trainer readiness that will impact scheduled training or trainer availability.

(13) Track plans for future trainer upgrades, installations and configuration changes.

c. Organizational Relationship. The Fire Control Trainer Maintenance Coordinator reports to the Weapons Training Division Officer.

352.2 - Weapons Maintenance Training Branch Head (N421)

a. Basic Function. The Weapons Maintenance Training Branch Head is responsible for all training at designated "A" Schools and Advanced Fire Control Enlisted Schools. He also is responsible for organization, administration and operation of the branch and for cost effective utilization of resources available for training within the branch.

b. Duties, Responsibilities and Authority

(1) Advise the Division Officer of problems and developments relating to the designated school curricula.

(2) Coordinate preparation and maintenance of curriculum.

(3) Conduct periodic evaluations of the effectiveness of training within the branch and make recommendations for change to the Division Officer.

(4) Conduct periodic evaluations on performance of instructors and retain responsibility for updating instructional methods and practices as required for effective instruction.

(5) Direct an Academic Review Board be convened to counsel those students whose performance may lead to disenrollment.

(6) Account for custody, maintenance and repair of assigned test equipment, training equipage, spaces and publications.

(7) Supervise training and professional development of assigned personnel.

(8) Investigate reports of infractions of regulations involving personnel of the division, and make appropriate recommendations to the Division Officer concerning disposition.

(9) Be responsible for the security of all classified material within the branch.

(10) Originate correspondence and recurring reports concerning the branch and standardize effective administrative and clerical procedures within the branch.

(11) Ensure students are academically motivated and challenged by the course material.

(12) Enforce all safety regulations and precautions.

(13) Disseminate current information concerning policy and regulations which may affect the mission of the branch.

(14) Coordinate all 3M/MDCS efforts within the branch.

c. Organizational Relationship. The Weapons Maintenance Training Branch Head reports to the Weapons Training Division Officer.

352.2 - Weapons Employment Training Branch Head (N422)

a. Basic Function. The Weapons Employment Training Branch Head is responsible for providing quality training and for the operational readiness of all assigned training devices.

b. Duties, Responsibilities and Authority

(1) Advise the Division Officer of problems and developments relating to the tactics and weapons curriculum.

(2) Coordinate preparation and maintenance of curriculum.

(3) Conduct periodic evaluations on performance of assigned operators and attack center supervisors.

(4) Conduct periodic evaluations of effectiveness of training within the weapons, tactics and team trainers branch and make recommendations to the Division Officer.

(5) Conduct periodic evaluations on performance of assigned instructors and retain responsibility for updating instructional methods and practices as required for effective instruction.

(6) Account for custody, maintenance and repair of assigned test equipment, training equipage, spaces and publications.

(7) Supervise training and professional development of assigned personnel.

(8) Schedule, document, and conduct preventive and corrective maintenance on Tactical Trainer Equipment (TTE) and training devices assigned.

(9) Manage configuration of assigned equipment.

(10) Coordinate all 3M/MDCS efforts within the branch.

(11) Enforce all safety regulations and precautions.

(12) Disseminate current information concerning policy and regulations which may affect the mission of the branch.

(13) Originate correspondence and recurring reports concerning the branch and standardize effective administrative and clerical procedures within the branch.

c. Organizational Relationship. The Weapons Employment Training Branch Head reports to the Weapons Training Division Officer.

360 - Operations/Navigation Training Department

360.1 - Operations/Navigation Training Department Head (Code N5)

a. Basic Function. The Operations/Navigation Training Department Head is responsible for providing quality training to officer and enlisted personnel in all communication, electronic support measures and tactical navigation systems subject matter.

b. Duties, Responsibilities and Authority

(1) Provide courses of instruction to train officer and enlisted personnel in basic knowledge and skills required to

build and maintain competence and proficiency in the operation and maintenance of the communication, electronic support measures and tactical navigation systems.

(2) Provide for maintenance and readiness of assigned training devices.

(3) Prepare instructors for training in accordance with NAVSUBSCOLINST 1540.1. Ensure only qualified instructors are assigned teaching duties.

(4) Manage courses assigned to Operations/Navigation Training Department.

(5) Review and approve qualification of course supervisors and instructional evaluators, ensuring compliance with prescribed standards.

(6) Obtain feedback from personnel returning from the fleet and formulate appropriate recommendations to improve the training program.

(7) Conduct analysis of test items and test results.

c. Organizational Relationship. The Operations/Navigation Training Department Head reports to the Executive Officer for the performance of duties and coordinates with the CISO Director for the quality of instruction and instructional materials.

360.2 - Operations/Navigation Training Department Master Chief (Code N5A)

a. Basic Function. The Operations/Navigation Training Department Master Chief is responsible for advising the Department Head on all matters pertaining to enlisted personnel.

b. Duties, Responsibilities and Authority

(1) Assist and advise the Department Head in matters pertaining to the welfare and morale of enlisted personnel and their family members.

(2) Maintain direct liaison and meet periodically with all enlisted personnel in their work sites and elsewhere in the department to exchange ideas and disseminate information and instructions which affect enlisted personnel.

(3) Assist the Department Head in ensuring lines of communication are available to all enlisted personnel.

(4) Monitor department Health and Physical Readiness program to ensure compliance with directives.

(5) Maintain liaison with the Command/Code Career Counselor regarding matters affecting retention and career programs.

(6) Provide Department Head with an evaluation of impact on proposed policy changes on enlisted personnel.

(7) Coordinate selection process of the Department Sailor of the Quarter/Year.

(8) Coordinate evolutions involving the entire department and routine matters between Division Leading Chief Petty Officers.

(9) Monitor personal appearance of Operations/Navigation staff and student personnel.

(10) Maintain continuing surveillance of department material readiness, cleanliness, and repair.

c. Organizational Relationship. The Operations/Navigation Training Department Master Chief reports to the Operations/Navigation Training Department Head.

361 - Electronics Maintenance Training Division Officer (N51)

a. Basic Function. The Electronics Maintenance Training Division Officer is responsible for providing quality training to officer and enlisted personnel in assigned communications systems and subsystems, electronic, optical, and electronics support measure subsystems, and for operational readiness of all assigned equipment and training devices.

b. Duties, Responsibilities and Authority:

(1) Advise the Department Head of problems and developments relating to the assigned curriculum.

(2) Provide theoretical and technical maintenance courses to train enlisted personnel with the advanced knowledge skills required to build and maintain competence and proficiency in the maintenance of the communications, optical, electronic support measures, and navigation systems.

(3) Provide for maintenance and readiness of assigned training devices.

(4) Prepare instructors for training in accordance with NAVSUBSCOLINST 1540.1. Ensure only qualified instructors are assigned teaching duties.

(5) Manage courses assigned to Electronics Maintenance Training Division.

(6) Review and approve qualification of course supervisors and instructional evaluators, ensuring compliance with prescribed standards.

(7) Obtain feedback from personnel returning from the fleet and formulate appropriate recommendations to improve the training program.

(8) Enforce all safety regulations and precautions.

(9) Review results of Academic Review Boards convened to counsel students whose performance may lead to disenrollment.

(10) Review reports of infractions of regulations involving staff personnel and make appropriate recommendations to the Department Head concerning disposition.

(11) Originate correspondence and recurring reports concerning the division and standardize effective administrative and clerical procedures within the division.

(12) Disseminate current information concerning policy and regulations which may affect the mission of the division.

(13) Maintain technical training equipment training devices which support assigned training for the entire Operations/Navigation Training Department.

(14) Manage division budget and OPTAR requirements.

(15) Manage all 3M/MDCS efforts within the division.

c. Organizational Relationship. The Electronics Maintenance Training Division Officer reports to the Operations/Navigation Training Department Head for the performance of duties.

361.1 - Communications Maintenance Training Branch Head
(Code N511)

a. Basic Function. The Communications Maintenance Training Branch Head is responsible for providing quality training in assigned communications systems and subsystems.

b. Duties, Responsibilities and Authority

(1) Advise the division officer of problems and developments relating to assigned curriculum.

(2) Coordinate preparation and maintenance of curriculum.

(3) Conduct periodic evaluations on effectiveness of training within the Communications Maintenance Training Branch and make recommendations for change to the Division Officer.

(4) Represent the branch in formulation of the Command's In-Service Training Program and ensure implementation of the training program within the branch.

(5) Conduct periodic evaluations on the performance of assigned instructors and retain responsibility for updating instructional methods and practices as required for effective instruction.

(6) Direct counselling for students and staff to resolve problems effectively.

(7) Direct an Academic Review Board be convened to counsel students whose performance may lead to disenrollment.

(8) Supervise training and professional development of assigned personnel.

(9) Investigate reports of infractions of regulations involving personnel of the branch and make appropriate recommendations to the Division Officer concerning disposition.

(10) Be responsible for the security of all classified material within the branch.

(11) Provide safety instructions to all personnel assigned. Enforce all safety regulations and precautions.

(12) Originate correspondence and recurring reports concerning the branch and standardize effective administrative and clerical procedures with the branch.

(13) Disseminate current information concerning policy and regulations which may effect the mission of the Communications Maintenance Training Branch.

(14) Coordinate with TTE Maintenance branch to manage configuration, and schedule preventive/corrective maintenance of assigned equipment.

(15) Coordinate with TTE Maintenance branch to manage budget and OPTAR requirements.

(16) Coordinate with TTE Maintenance branch for procurement, assignment, replacement and accountability of all special and general purpose test equipment/tools held by the branch.

(17) Coordinate with assigned Student Class Advisor in evaluation of the military performance of assigned students.

361.2 - Electronic Warfare Support Measures (ES) Maintenance Training Branch Head (Code 512)

a. Basic Function. The ES Maintenance Training Branch Head is responsible for providing safe, quality training in assigned combat systems electronic, optical, and Electronics Warfare Support Measures subsystems, and for the operational readiness of all assigned equipment and training devices.

b. Duties, Responsibilities, and Authority

(1) Advise the Division Officer of problems and developments relating to assigned curriculum.

(2) Coordinate preparation and maintenance of curriculum.

(3) Conduct periodic evaluations on effectiveness of training within the ES Maintenance Branch and make recommendations for change to the Division Officer.

(4) Represent the branch in formulation of the Command's In-Service Training Program and ensure implementation of the training program within the branch.

(5) Conduct periodic evaluations on performance of assigned instructors and retain responsibility for updating instructional methods and practices as required for effective instruction.

(6) Direct counseling for students and staff to resolve problems effectively.

(7) Direct an Academic Review Board be convened to counsel students whose performance may lead to disenrollment.

(8) Supervise training and professional development of assigned personnel.

(9) Investigate reports of infractions of regulations involving personnel of the branch and make appropriate recommendations to the Division Officer concerning disposition.

(10) Be responsible for the security of all classified material within the branch.

(11) Provide safety instructions to all personnel assigned. Enforce all safety regulations and precautions.

(12) Originate correspondence and recurring reports concerning the branch and standardize effective administrative and clerical procedures with the branch.

(13) Disseminate current information concerning policy and regulations which may effect the mission of the ES Maintenance Training Branch.

(14) Coordinate with TTE Maintenance branch to manage configuration, and schedule preventive/corrective maintenance of assigned equipment.

(15) Coordinate with TTE Maintenance branch to manage budget and OPTAR requirements.

(16) Coordinate with TTE Maintenance branch for procurement, assignment, replacement and accountability of all special and general purpose test equipment/tools held by the branch.

(17) Coordinate with assigned Student Class Advisor in evaluation of the military performance of assigned students.

c. Organizational Relationship. The ES Maintenance Training Branch Head reports to the Electronics Maintenance Training Division Officer for the performance of duties.

361.3 - Navigation Maintenance Training Branch Head
(Code N513)

a. Basic Function. The Navigation Maintenance Training Branch Head is responsible for providing safe, quality training in assigned electronic navigation subsystems, and for the operational readiness of all assigned equipment and training devices.

b. Duties, Responsibilities and Authority

(1) Advise the Division Officer of problems and developments relating to assigned curriculum.

(2) Coordinate preparation and maintenance of curriculum.

(3) Conduct periodic evaluations on the effectiveness of training within the branch and make recommendations for change to the Division Officer.

(4) Represent the branch in formulation of the command's In-Service Training Program.

(5) Conduct periodic evaluations on performance of assigned instructors and retain responsibility for updating instructional methods and practices as required for effective instruction.

(6) Direct counselling for students and staff to effectively resolve problems.

(7) Direct an Academic Review Board be convened to counsel students whose performance may lead to disenrollment.

(8) Supervise training and professional development of assigned personnel.

(9) Investigate reports of infractions of regulations involving personnel of the branch and make appropriate recommendations to the Division Officer concerning disposition.

(10) Be responsible for the security of all classified material within the branch.

(11) Provide safety instructions to all personnel assigned. Enforce all safety regulations and precautions.

(12) Originate correspondence and recurring reports concerning the branch and standardize effective administrative and clerical procedures within the branch.

(13) Disseminate current information concerning policy and regulations which may affect the mission of the Navigation Maintenance Training Branch.

(14) Coordinate with TTE Maintenance branch to manage configuration, and schedule preventive/corrective maintenance of assigned equipment.

(15) Coordinate with TTE Maintenance branch to manage budget and OPTAR requirements.

(16) Coordinate with TTE Maintenance branch for procurement, assignment, replacement and accountability of all special and general purpose test equipment/tools held by the branch.

(17) Coordinate with assigned Student Class Advisor in evaluation of the military performance of assigned students.

c. Organizational Relationship. The Navigation Maintenance Training Branch Head reports to the Electronics Maintenance Training Division Officer for the performance of duties.

361.4 - Technical Training Equipment (TTE) Maintenance
Branch Head (Code 514)

a. Basic Function. The TTE Maintenance Branch Head is responsible for operational readiness of all assigned equipment and training devices.

b. Duties, Responsibilities, and Authority

(1) Advise the Division Officer of problems and developments relating to the operational readiness of assigned equipment and training devices.

(2) Represent the branch in formulation of the Command's In-Service Training Program and ensure implementation of the training program within the branch.

(3) Supervise training and professional development of assigned personnel.

(4) Investigate reports of infractions of regulations involving personnel of the branch and make appropriate recommendations to the Division Officer concerning disposition.

(5) Be responsible for the security of all classified material within the branch.

(6) Provide safety instructions to all personnel assigned. Enforce all safety regulations and precautions.

(7) Originate correspondence and recurring reports concerning the branch and standardize effective administrative and clerical procedures with the branch.

(8) Disseminate current information concerning policy and regulations which may effect the mission of the TTE Maintenance Branch.

(9) Account for custody, maintenance, calibration, and repair of assigned test equipment, training equipage, spaces and publications.

(10) Maintain Technical Training Equipment (TTE) and training devices which support assigned training.

(11) Schedule, document and conduct preventive and corrective maintenance on TTE and assigned training devices.

(12) Manage configuration of assigned equipment.

(13) Manage divisional budget and OPTAR requirements.

(14) Coordinate all 3M/MDCS efforts within the branch.

c. Organizational Relationship. The TTE Maintenance Branch Head reports to the Electronics Maintenance Training Division Officer for the performance of duties.

362 - Navigation/Electronics Operations Training Division Officer (Code N52)

a. Basic Function. The Navigation/Electronic Operations Training Division Officer is responsible for providing quality training in assigned communications systems and subsystems and for the operational readiness of all assigned communications equipment and training devices, navigation training, officer training, and initial ET training.

b. Duties, Responsibilities and Authority

(1) Advise the Department Head of problems and developments relating to assigned curriculum and personnel.

(2) Coordinate preparation and maintenance of curriculum.

(3) Conduct periodic evaluations on the effectiveness of training within the Navigation/Electronic Operations Training Division and make recommendations for change to the Department Head.

(4) Represent the division in formulation of the command's In-Service Training Program and ensure implementation of the training program within the division.

(5) Conduct periodic evaluations of the performance of assigned instructors and retain responsibility for updating instructional methods and practices as required for effective instruction.

(6) Direct an Academic Review Board be convened to counsel students whose performance may lead to disenrollment.

(7) Account for custody, maintenance and repair of assigned test equipment, training equipage, spaces and publications.

(8) Supervise training and professional development of assigned personnel.

(9) Be responsible for the security of all classified material within the division.

(10) Provide safety instruction to all personnel assigned. Enforce all safety regulations and precautions.

(11) Originate correspondence and recurring reports concerning the division and standardize effective administrative and clerical procedures within the division.

(12) Disseminate current information concerning policy and regulations which may affect the mission of the division.

(13) Maintain TTE and training devices which support assigned training.

(14) Coordinate preventive and corrective maintenance on TTE and training devices assigned.

(15) Manage configuration of assigned equipment.

(16) Manage division budget and OPTAR requirements.

(17) Manage procurement, assignment, replacement, and accountability of all special and general purpose tools held by the division.

c. Organizational Relationship. The Navigation/Electronic Operations Training Division Officer reports to the Operations/Navigation Training Department Head.

362.1 - Officer Training Branch Head (Code N521)

a. Basic Function. The Officer Training Branch Head is responsible for providing quality training in all assigned modules of SOAC, SOBC, Contact Coordinator, JO, and CMS courses of instruction.

b. Duties, Responsibilities, and Authority

(1) Advise the Division Officer of problems and developments relating to operational readiness of assigned equipment and training devices.

(2) Represent the branch in formulation of the command's In-Service Training Program and ensure implementation of the training program within the branch.

(3) Supervise training and professional development of assigned personnel.

(4) Investigate reports of infractions of regulations involving personnel of the branch and make appropriate recommendations to the Division Officer concerning disposition.

(5) Be responsible for the security of all classified material within the branch.

(6) Provide safety instructions to all personnel assigned. Enforce all safety regulations and precautions.

(7) Originate correspondence and recurring reports concerning the branch and standardize effective administrative and clerical procedures with the branch.

(8) Disseminate current information concerning policy and regulations which may effect the mission of the Officer Training Branch.

(9) Account for custody, maintenance, calibration, and repair of assigned test equipment, training equipage, spaces and publications.

(10) Manage configuration of assigned equipment.

(11) Manage branch budget and OPTAR requirements.

(12) Coordinate all 3M/MDCS efforts within the branch.

(13) Coordinate with assigned Student Class Advisor in evaluation of the military performance of assigned students.

c. Organizational Relationship. The Officer Training Branch Head reports to the Navigation/Electronic Operations Training Division Officer.

362.2 - Radio Operator School Branch Head (Code N522)

a. Basic Function. The Radio Operator School Branch Head is responsible for providing quality training in all aspects of the initial Radioman School.

b. Duties, Responsibilities, and Authority

(1) Conduct and administer enlisted training for the ET (14R0) rating course of instruction.

(2) Advise the Division Officer of problems and developments relating to the operational readiness of assigned equipment and training devices.

(3) Represent the branch in formulation of the command's In-Service Training Program and ensure implementation of the training program within the branch.

(4) Supervise training and professional development of assigned personnel.

(5) Investigate reports of infractions of regulations involving personnel of the branch and make appropriate recommendations to the Division Officer concerning disposition.

(6) Be responsible for the security of all classified material within the branch.

(7) Provide safety instruction to all personnel assigned. Enforce all safety regulations and precautions.

(8) Originate correspondence and recurring reports concerning the branch and standardize effective administrative and clerical procedures with the branch.

(9) Disseminate current information concerning policy and regulations which may effect the mission of the Radio Operator School Branch.

(10) Account for custody, maintenance, calibration, and repair of assigned test equipment, training equipage, spaces and publications.

(11) Manage configuration of assigned equipment.

(12) Manage branch budget and OPTAR requirements.

(13) Coordinate all 3M/MDCS efforts within the branch.

(14) Coordinate with assigned Student Class Advisor in evaluation of the military performance of assigned students.

c. Organizational Relationship. The Radioman Operator School Branch Head reports to the Navigation/Electronic Operations Training Division Officer.

362.3 - Navigation Operator School Branch Head (Code N523)

a. Basic Function. The Navigation Operator School Branch Head is responsible for providing quality training in all aspects of the initial Navigation Operator school.

b. Duties, Responsibilities and Authority

(1) Conduct and administer all enlisted training for the ET(14N0) rating course of instruction.

(2) Advise the Division Officer of problems and developments relating to the operational readiness of assigned equipment and training devices.

(3) Represent the branch in formulation of the command's In-Service Training Program and ensure implementation of the training program within the branch.

(4) Supervise training and professional development of assigned personnel.

(5) Investigate reports of infractions of regulations involving personnel of the branch and make appropriate recommendations to the Division Officer concerning their disposition.

(6) Be responsible for the security of all classified material within the branch.

(7) Provide safety instruction to all personnel assigned. Enforce all safety regulations and precautions.

(8) Originate correspondence and recurring reports concerning the branch and standardize effective administrative and clerical procedures with the branch.

(9) Disseminate current information concerning policy and regulations which may effect the mission of the Navigation Operator School Branch.

(10) Account for custody, maintenance, calibration, and repair of assigned test equipment, training equipage, spaces and publications.

(11) Manage configuration of assigned equipment.

(12) Manage branch budget and OPTAR requirements.

(13) Coordinate all 3M/MDCS efforts within the branch.

(14) Coordinate with assigned Student Class Advisor in evaluation of the military performance of assigned students.

c. Organizational Relationship. The Navigation Operator School Branch Head reports to the Navigation/Electronic Operations Training Division Officer.

362.4 - ET Core School Branch Head (Code N524)

a. Basic Function. The ET Core School Branch Head is responsible for providing quality training in all aspects of ET Core Instruction.

b. Duties, Responsibilities, and Authority

(1) Conduct and administer all enlisted training for the ET Core course of instruction.

(2) Advise the Division Officer of problems and developments relating to operational readiness of assigned equipment and training devices.

(3) Represent the branch in formulation of the command's In-Service Training Program and ensure implementation of the training program within the branch.

(4) Supervise training and professional development of assigned personnel.

(5) Investigate reports of infractions of regulations involving personnel of the branch and make appropriate recommendations to the Division Officer concerning disposition.

(6) Be responsible for the security of all classified material within the branch.

(7) Provide safety instructions to all personnel assigned. Enforce all safety regulations and precautions.

(8) Originate correspondence and recurring reports concerning the branch and standardize effective administrative and clerical procedures with the branch.

(9) Disseminate current information concerning policy and regulations which may effect the mission of the ET Core School Branch.

(10) Account for custody, maintenance, calibration, and repair of assigned test equipment, training equipage, spaces and publications.

(11) Manage configuration of assigned equipment.

(12) Manage branch budget and OPTAR requirements.

(13) Coordinate all 3M/MDCS efforts within the branch.

(14) Coordinate with assigned Student Class Advisor in evaluation of the military performance of assigned students.

c. Organizational Relationship. The ET Core School Branch Head reports to the Navigation/Electronic Operations Training Division Officer.

362.5 - Navigation Operations Operator Branch Head (Code N525)

a. Basic Function. The Navigation Operations Operator Branch head is responsible for providing quality training in all aspects of Navigation Operations Operator training course of instruction.

b. Duties, Responsibilities, and Authority

(1) Conduct and administer all enlisted training for the Navigation Operations Operator course of instruction.

(2) Advise the Division Officer of problems and developments relating to operational readiness of assigned equipment and training devices.

(3) Represent the branch in formulation of the command's In-Service Training Program and ensure implementation of the training program of within the branch.

(4) Supervise training and professional development of assigned personnel.

(5) Investigate reports of infractions of regulations involving personnel of the branch and make appropriate recommendations to the Division Officer concerning disposition.

(6) Be responsible for the security of all classified material within the branch.

(7) Provide safety instructions to all personnel assigned. Enforce all safety regulations and precautions.

(8) Originate correspondence and recurring reports concerning the branch and standardize effective administrative and clerical procedures with the branch.

(9) Disseminate current information concerning policy and regulations which may effect the mission of the Navigation Operations Operator branch.

(10) Account for custody, maintenance, calibration, and repair of assigned test equipment, training equipage, spaces and publications.

(11) Manage configuration of assigned equipment.

(12) Manage branch budget and OPTAR requirements.

(13) Coordinate all 3M/MDCS efforts within the branch.

(14) Coordinate with assigned student Class Advisor in evaluation of the military performance of assigned students.

c. Organizational Relationship. The Navigation Operations Operator Branch chief reports to the Navigation/Electronic Operations Training Division Officer.

370 - General Skills/High Risk Training Department

370.1 - General Skills/High Risk Training Department Head
(Code N6)

a. Basic Function. The General Skills/High Risk Training Department Head is responsible for providing safe, quality training in all assigned initial training subjects, firefighting, damage control, small arms, submarine escape, ship control operational and SCUBA supervisor training.

b. Duties, Responsibilities, and Authority

(1) Prepare, schedule, administer, evaluate and maintain the command's Basic Military Training Program.

(2) Manage courses assigned to the General Skills Training and the High Risk Training Division.

(3) Prepare instructors for training in accordance with NAVSUBSCOLINST 1540.1 and NAVSUBSCOLINST 1500.14B. Ensure only qualified instructors are assigned teaching duties.

(4) Review and approve qualification of course supervisors and instructional evaluators, ensuring compliance with prescribed standards.

(5) Obtain feedback from personnel returning from the fleet and formulate appropriate recommendations to improve the training program.

(6) Conduct analysis of test items and test results.

c. Organizational Relationship. The General Skills/High Risk Training Department Head reports to the Executive Officer for the performance of duties and coordinates with the CISO Director for the quality of instruction and instructional materials.

370.2 - General Skills/High Risk Training Department Master Chief (Code N6A)

a. Basic Function. The General Skills/High Risk Training Department Master Chief is responsible for advising the Department Head on all matters pertaining to enlisted personnel.

b. Duties, Responsibilities and Authority

(1) Assist and advise the Department Head in matters pertaining to the welfare and morale of directorate enlisted personnel and their family members.

(2) Maintain direct liaison and meet periodically with all enlisted personnel in their work spaces to exchange ideas and disseminate information.

(3) Provide Department Head with an evaluation of the impact of proposed policy changes on department enlisted personnel.

(4) Coordinate department staff participation in enlisted awards programs.

(5) Coordinate enlisted performance evaluation program.

(6) Coordinate enlisted personnel leave in consonance with workload and scheduled functions, ensuring operational commitments are met.

(7) Advise the Department Head concerning assignment of personnel assets.

(8) Conduct Professional Development Boards.

c. Organizational Relationship. The General Skills/High Risk Training Department Master Chief reports to the General Skills/High Risk Training Department Head for the performance of duties.

371 - High Risk Training Division Officer (Code N61)

a. Basic Function. The High Risk Training Division Officer is responsible for providing instruction on submarine escape procedures, fire fighting, damage control, small arms, diving supervisor duties, and for the operation and maintenance of the Hyperbaric Chamber. The High Risk Training Division Officer is also responsible for all diving operations and diver training undertaken by the command.

b. Duties, Responsibilities and Authority

(1) Administer and conduct all high risk training courses.

(2) Provide team training in the area of submarine escape and surface survival, fire fighting, and damage control to support needs of the submarine force.

(3) Qualify departing staff and students on small arms (.45 caliber pistol and 12 gauge shotgun) to OPNAV afloat standards.

(4) Prepare instructors for training in accordance with NAVSUBSCOLINST 1540.1 (Series). Ensure only qualified instructors are assigned teaching duties.

(5) Provide maintenance and readiness of training equipment.

(6) Manage courses assigned to the High Risk Training Division.

(7) Submit and track all CASREPs for the division in coordination with the Supply Department.

(8) Review and approve qualification of course supervisors, course testing officers, course safety officers, and diving supervisors ensuring compliance with prescribed standards.

(9) Obtain feedback from personnel returning from the fleet and formulate appropriate recommendations to improve the training program.

(10) Maintain certification on the Hyperbaric Chamber and diver's air systems.

(11) Maintain Diving Supervisor Qualification Program.

(12) Support local instructions directly related to diving operations.

(13) Conduct analysis of test items and test results.

(14) Manage division OPTAR budget and reimbursable accounts.

c. Organizational Relationship. The High Risk Training Division Officer reports to the General Skills/High Risk Training Department Head for the performance of duties.

371.1 - Master Diver (N61B)

a. Basic Function. The Master Diver is responsible for the safe conduct of diving operations, including underwater breathing equipment, support systems, and recompression chambers.

b. Duties, Responsibilities, and Authority

(1) Ensure all phases of diving operations are conducted safely.

(2) Manage preventive and corrective maintenance on diving and support system equipment.

(3) Recommend to the Commanding Officer, via the High Risk Training Division Officer, enlisted divers qualified to serve as Diving Supervisors.

(4) Oversee efforts of the Diving Supervisor and provide advice and technical expertise.

(5) Operate and maintain the Hyperbaric Chamber and diver's air systems.

(6) Screen applicants for Navy Diving Programs.

c. Organizational Relationship. The Master Diver reports to the High Risk Training Division Officer for the performance of duties.

371.2 - Fire Fighting, Small Arms, Damage Control, Escape Training, and Diving Branch Heads (Code N611, N612, N613, N614, N615)

a. Basic Function. The Branch Heads are responsible to the High Risk Training Division Officer for supervising all aspects of training for officer and enlisted personnel in their area of responsibility.

b. Duties, Responsibilities and Authority

(1) Advise the Division Officer of problems and developments relating to assigned curriculum.

(2) Coordinate preparation and maintenance of curriculum.

(3) Conduct periodic evaluations on effectiveness of training within the branch and make recommendations for change to the Division Officer.

(4) Represent the branch in formulation of the command's In-Service Training Program and ensure implementation of the training program within the branch.

(5) Conduct periodic evaluations on performance of assigned instructors and retain responsibility for updating instructional methods and practices as required for effective instruction.

(6) Direct an Academic Review Board be convened to counsel students whose performance may lead to disenrollment.

(7) Account for custody, maintenance and repair of assigned test equipment, training equipment, spaces and publications.

(8) Supervise training and professional development of assigned personnel.

(9) Investigate reports of infractions of regulations involving personnel of the branch and make appropriate recommendations to the Division Officer concerning disposition.

(10) Be responsible for the security of all classified material within the branch.

(11) Provide safety precautions to all personnel assigned. Enforce all safety regulations and precautions.

(12) Originate correspondence and recurring reports concerning the branch and standardize effective administrative and clerical procedures within the branch.

(13) Disseminate current information concerning policy and regulations which may affect the mission of the branch.

(14) Schedule, document, and conduct preventive and corrective maintenance on TTE and training devices assigned.

(15) Manage configuration of assigned equipment.

(16) Coordinate procurement, assignment, replacement and accountability of all special and general purpose tools held by the branch.

(17) Coordinate all 3M/MDCS efforts within the branch.

(18) Ensure instructors are qualified per high risk instructor requirements.

c. Organizational Relationship. The Branch Heads report to the High Risk Training Division Officer for the performance of duties.

372 - General Skills Training Division Officer (Code N62)

a. Basic Function. The General Skills Training Department Head is responsible for providing quality training to enlisted students at Basic Enlisted Submarine School, to officer students at Submarine Officer Basic Course, Submarine Officer Advanced Course, and Prospective Executive Officer Course, and to carry out the mission of Basic Military Training.

b. Duties, Responsibilities and Authority

(1) Provide training to promote pride and professionalism to enlisted personnel in order to build on the foundation of discipline and military training received at recruit training.

(2) Provide familiarity and background knowledge and skills to support submarine technical training requirements.

(3) Prepare instructors for training in accordance with NAVSUBSCOLINST 1540.1. Ensure only qualified instructors are assigned teaching duties.

(4) Provide familiarity and background knowledge and skills in submarine design systems to support indoctrination and qualification in submarines.

(5) Manage courses assigned to the General Skills Training Division.

(6) Review and approve qualification of course supervisors and instructional evaluators, ensuring compliance with prescribed standards.

(7) Obtain feedback from personnel returning from the fleet and formulate appropriate recommendations to improve the training program.

(8) Conduct analysis of test items and test results.

c. Organizational Relationship. The General Skills Training Division Officer reports to the General Skills/High Risk Training Department Head for the performance of duties.

372.1 - Basic Enlisted Submarine School Branch Head (Code N621)

a. Basic Function. The Basic Enlisted Submarine School (BESS) Branch Head is responsible for preparing enlisted submarine designated personnel to more effectively pursue qualifications upon initial assignment to an operational

submarine, and to provide continued screening of each submarine candidate in the areas of adaptability and reliability.

b. Duties, Responsibilities and Authority

(1) Conduct and administer instruction in basic theory, construction, and operation of nuclear powered submarines; including ships organization, qualification, and safety to submarine designated enlisted personnel.

(2) Ensure effective utilization of student personnel assigned to BESS, including delegation of work assignments and watch duties.

(3) Provide evaluations of assigned staff personnel.

(4) Provide class-up information as may be required.

(5) Govern military appearance and conduct of staff and student personnel assigned.

(6) Conduct periodic evaluations on effectiveness of training within the BESS Branch and make recommendations for change to the Division Officer.

(7) Account for custody, maintenance and repair of assigned test equipment, training equipment, spaces and publications.

(8) Supervise training and professional development of assigned personnel.

(9) Originate correspondence and recurring reports concerning the branch and standardize effective administrative procedures within the branch.

(10) Ensure effective military training of all assigned personnel.

(11) Conduct interviews with students and the academic staff to ensure students are making adequate progress in school.

c. Organizational Relationship. The BESS Branch Head reports to the General Skills Training Division Officer for the performance of duties.

372.11 - Basic Enlisted Submarine School Lead Instructor
(Code N621A)

a. Basic Function. The Lead Instructor is responsible for supervising, inspecting and ensuring compliance with Naval Submarine School directives for the performance of assigned instructors and company commanders.

b. Duties, Responsibilities and Authority

- (1) Supervise training of BESS students.
- (2) Monitor class daily functions.
- (3) Review student critiques.
- (4) Assist in evaluation of subordinate instructor performance.
- (5) Conduct academic review boards as directed.
- (6) Continually review course curricula to ensure the most current information and effective teaching methods are being employed.
- (7) Coordinate and supervise assigned personnel under mandatory night study and/or remediation study.
- (8) Ensure assigned instructors maintain a thorough and current knowledge of subject matter relating to courses under their cognizance.
- (9) Ensure current and correct instructor guides are maintained.
- (10) Ensure all instructors properly utilize and maintain training aids and devices relating to the course of instruction.

c. Organizational Relationship. The Lead Instructor reports to the BESS Branch Head for the performance of duties.

372.12 - Military Standards Officer (MSO)

a. Basic Function. The MSO will act as the command's military training advisor.

b. Duties, Responsibilities and Authority

- (1) Serve as the quality control point for military training, ensuring standards are maintained uniformly command-wide for both students and staff.

(2) Provide a parallel function for military training similar to that which the Curriculum and Instructional Standards office (CISO) performs for technical training.

372.13 - Military Training Instructor Leading Chief Petty Officer (MTILCPO) (Code N621B)

a. Basic Function. The MTILCPO assists the Branch Head and MSO in accomplishment of all military activities; in maintaining grooming standards, discipline, military courtesies, morale, and general welfare of all staff and students assigned; and in coordinating maintenance support, procurement, and utilization of supplies for the BRQs and other grounds/spaces assigned to the branch.

372.14 - Military Training Instructor (MTI)

a. Basic Function. As directed by the MTILCPO, assist in execution of the daily routine and command policies concerning military, academic, and motivational needs. In daily contact with assigned students, aid in ensuring they receive formal and informal training, maintain a military appearance, and conform to military discipline. Assist in ensuring the high morale of all students and staff assigned to the training workcenter.

b. Duties, Responsibilities, and Authority

(1) Execute daily routine for the workcenter.

(2) Meet regularly with school instructors to ensure trainees are meeting training requirements to the fullest of their capabilities in academic and military areas. Provide comments on students to Academic Review Boards, Award Boards, etc.

(3) Assist in providing the approved BMT program.

(4) Maintain student Performance Records on assigned workcenter personnel and make them readily available to instructors and review boards.

(5) Assist in administering and participating in the Physical Training Program.

(6) Perform student musters, form ups, supervise marching Phase I students to class, submit muster reports as required.

(7) Conduct personnel, BEQ, security, sea bag, uniform quality and fit, and other inspections as directed and required.

(8) Enforce adherence to uniform of the day requirements as promulgated by command directives.

(9) Provide and maintain a positive study environment within billeted facilities.

(10) Carry out Extra Military Instruction (EMI) and maintain records on EMI assigned. Make reports as required concerning members of the workcenter who are assigned restriction or extra duty.

(11) Enforce day-to-day cleanliness, storage, and neatness of assigned BEQ spaces and exterior areas assigned to the workcenter.

(12) Contact security and submit reports of theft or vandalism within workcenter spaces.

(13) Promptly process special request of assigned workcenter personnel via chain of command. Action on request chits should be completed and requester notified of results within five working days of submission.

(14) Provide guidance and counseling on personal, military, and administrative matters to assigned workcenter personnel, placing emphasis on preventing problems by timely involvement. MTIs must encourage assigned personnel to come forward with problems before a disciplinary, academic, or emotional crisis occurs.

(15) Present at all times the highest standards of military integrity, appearance, bearing, courtesy and pride in service as a personal example to student personnel.

(16) Assist the command in visitation of all workcenter hospitalized trainees.

(17) Brief/orient Staff Duty Watches on all pertinent information regarding students.

c. Organizational Relationship. MTIs report to MTILCPO for the performance of duties.

372.2 - YN/PN Advanced Training Branch Head (Code N622)

a. Basic Function. The YN/PN Advanced Training Branch Head is responsible for supervising all aspects of training for officer and enlisted personnel in the area of administrative training.

b. Duties, Responsibilities and Authority

(1) Teach and maintain courses assigned to the YN/PN Advanced Training Branch.

(2) Provide administrative training for the Prospective Executive Officer course.

c. Organizational Relationship. The YN/PN Advanced Training Branch Head reports to the General Skills Training Division Officer for the performance of duties.

372.3 - Computer Learning Center Branch Head (Code N623)

a. Basic Function. The Computer Learning Center Branch Head is responsible for supervising all aspects of training for officer and enlisted personnel in the area of basic and advanced computer skills.

b. Duties, Responsibilities and Authority

(1) Teach courses assigned to the Computer Learning Center.

(2) Maintain courses and equipment assigned to the Computer Learning Center.

(3) Provide additional training as needed to submarine school personnel.

c. Organizational Relationship. The Computer Learning Center Branch Head reports to the General Skills Training Division Officer for the performance of duties.

372.4 - Officer Training Branch Head (Code N624)

a. Basic Function. The Officer Training Branch Head is responsible for preparing junior officers to more effectively pursue qualifications as a Diving Officer of the Watch upon initial assignment to an operational submarine, and to provide familiarity training to Submarine Officer Advanced Course students and Prospective Executive Officers in the area of basic ship control. The Officer Training Branch Head also is responsible for supervising the officer Navy Leadership Development Program.

b. Duties, Responsibilities and Authority. Teach and maintain courses assigned to the Officer Training Branch.

c. Organizational Relationship. The Officer Training Branch Head reports to the General Skills Training Division Officer for the performance of duties.

372.5 - Ship Control Training Branch Head (Code N625)

a. Basic Function. The Ship Control Training Branch Head is responsible for providing familiarity training to BESS and junior officer students and refresher training to fleet ship control parties in the areas of basic ship and casualty control.

b. Duties, Responsibilities and Authority. Teach and maintain courses assigned to the Ship Control Training Branch.

c. Organizational Relationship. The Ship Control Training Branch Head reports to the General Skills Training Division Officer for the performance of duties. The Ship Control Training Branch Head liaisons with the Officer Training Branch Head for the performance of instruction of officer courses.

372.6 - Drug and Alcohol Program Advanced Course Supervisor (Code N626)

a. Basic Function. The Drug and Alcohol Program Advisor (DAPA) Course Supervisor is responsible for supervising personnel engaged in DAPA training.

b. Duties, Responsibilities and Authority

(1) Teach and maintain courses assigned to the Drug and Alcohol Advisor Program.

(2) Act as collateral duty Command Drug and Alcohol Program Advisor.

c. Organizational Relationship. The Drug and Alcohol Program Advisor Course Supervisor reports to the General Skills Training Division Officer for the performance of duties.

372.7 - Supply Training Branch Head (Code N627)

a. Basic Function. The Supply Training Branch Head is responsible for supervising all aspects of training for enlisted personnel in the area of supply support.

b. Duties, Responsibilities and Authority. Teach and maintain courses assigned to the Supply Training Branch.

c. Organizational Relationship. The Supply Training Branch Head reports to the General Skills Training Division Officer for the performance of duties.

372.8 - Navy Leader Development Program Training Branch
Head (Code N628)

a. Basic Function. The Navy Leader Development Program (NLDP) Branch Head is responsible for supervising enlisted personnel assigned to and engaged in NLDP training.

b. Duties, Responsibilities and Authority. Teach and maintain courses assigned to the branch.

c. Organizational Relationship. The Navy Leader Development Program Branch Head reports to the General Skills Training Division Officer for the performance of duties.

372.81 - Total Quality Leadership (TQL) Coordinator
(Code 628A)

a. Basic Function. The TQL Coordinator is responsible for advising the Commanding Officer, Executive Officer, and the Executive Steering Committee (ESC) on matters pertaining to command TQL initiatives.

b. Duties, Responsibilities and Authority

(1) Coordinate TQL training for all personnel assigned to Naval Submarine School.

(2) Collect and maintain a data base consisting of lessons learned, quality improvements, cost avoidance and cost savings efforts and achievements, and reports on team progress.

(3) Oversee distribution of TQL information; maintain files on TQL policies and instructions, a TQL library and information on TQL training resources; disseminate information on TQL.

(4) Provide technical and administrative support to the ESC.

(5) Assess TQL training requirements and develop training plan.

(6) Provide advisory services to Department Heads on TQL/process improvement matters.

(7) Provide for proper inventory and control of command TQL resources.

(8) Liaison with other command TQL coordinators and serve as the "point of contact" regarding command TQL activities.

(9) Coordinate training and assignment of TQL Team Facilitators for QMBs and PATs, and teaching TQL classes.

c. Organizational Relationship. The TQL Coordinator reports to the Commanding Officer and Executive Officer for the performance of assigned duties and to the General Skills Training Division Officer for administrative matters which pertain to operation of the branch.

372.9 Basic Reading Skills Branch Head (Code N629)

a. Basic Function. The Basic Reading Skills Branch Head is responsible for the reading education program.

b. Duties, Responsibilities and Authority

(1) Author, coordinate, teach, and evaluate all developmental/remediation reading instruction programs to determine trends at Naval Submarine School.

(2) Coordinate curricula development/revision to remain current with dynamics of Submarine Training Courses.

(3) Develop specific staff skills to identify and counsel individuals in development/remediation needs.

(4) Develop staff abilities in reading and memory training to improve efficiency and effectiveness.

(5) Maintain and administer a Reading Level testing program for staff and students.

(6) Develop/revise curricula for developmental and remedial courses in study skills and reading. Specifically tailor curriculum to individual needs.

(7) Provide responsive training in reading, study and memory efficiency for personnel.

c. Organizational Relationship. The Basic Reading Skills Branch Head reports to the General Skills Training Division Officer for the performance of duties.

380 - Submarine Surveillance Equipment Program

380.1 - Submarine Surveillance Equipment Program (SSEP) Department Head (Code N7)

a. Basic Function. The Submarine Surveillance Equipment Program Department Head is responsible for providing direct support to fleet submarines as directed by the submarine Type

Commander in accordance with OPNAVINST S1543.43D, OPNAVINST S1510.9C and related submarine Type Commander instructions.

b. Duties, Responsibilities and Authority

(1) Meet responsibilities outlined in OPNAVINST S1543.43D, OPNAVINST S1510.9C and applicable submarine Type Commander instructions.

(2) Provide periodic intelligence update briefs to local submarine Type Commander components.

(3) Maintain pooled equipment in accordance with applicable submarine Type Commander instructions.

(4) Evaluate results of exercises and surveys as requested by the submarine Type Commander.

(5) Act as SSEP Project Manager/SSEP Area Coordinator as specified in submarine Type Commander instructions.

c. Organizational Relationship. The SSEP Department Head reports to the Commanding Officer for the performance of duties.

381 - Administrative and Support Services Division Officer
(Code N71)

a. Basic Function. The Administrative and Support Services Division Officer is responsible for providing Special Security, administrative, fiscal and logistic support services.

b. Duties, Responsibilities and Authority

(1) Act as Special Security Officer (SSO) and custodian of Special Compartmented Information (SCI) holdings.

(2) Monitor physical, personal and administrative security for SCI matters supporting training and SSEP missions.

(3) Coordinate intelligence seminars as tasked by the Chief of Naval Operations.

(4) Provide periodic intelligence briefings to local submarine Type Commander components.

(5) Process and conduct interviews for Single Scope Background Investigations for staff and students.

(6) Oversee SCI security training for indoctrinated personnel.

(7) Performed Armed Forces Courier Service duties.

(8) Originate correspondence and recurring reports pertaining to SCI matters for the command.

(9) Oversee Sensitive Compartmented Information Facility (SCIF) watchstanders in their duties, develop the SCIF watchbill and act as Certifying Officer for watchstander qualification.

(10) Act as coordinator for SCIF accreditation and SCI billet management.

(11) Originate all correspondence and recurring reports in support of SSEP.

(12) Originate, maintain and disseminate all message traffic in support of SSEP.

(13) Maintain SSEP fiscal accounts and originate all fiscal reports to SSEP sponsors in accordance with NAVSUBSCOL and type commander directives.

(14) Procure, maintain and disseminate all SSEP pooled electronic test equipment, electronic and sonar systems, photography equipment and plant account equipment.

(15) Supervise training and professional development of assigned personnel.

c. Organizational Relationship. The Administrative and Support Services Division Officer reports to the SSEP Department Head for the performance of duties.

382 - SSEP Technical Support Division Officer (Code N72)

a. Basic Function. The SSEP Technical Support Division Officer is responsible for direct fleet support of all Electronic, Sonar, Acoustic Intelligence, Data Reduction and Photography equipment assigned.

b. Duties, Responsibilities and Authority

(1) Maintain all pooled equipment assigned.

(2) Provide SSEP support to fleet submarines for electronic, sonar, acoustic intelligence (ACINT), data reduction and photography equipment.

(3) Provide direct fleet submarine support for other special electronic equipment in support of mission requirements as required by applicable fleet commanders.

(4) Account for custody, maintenance and repair of assigned test equipment, training equipage, spaces and publications.

(5) Supervise training and professional development of assigned personnel.

(6) Provide evaluation of acoustic recorder exercises and surveys as requested by submarine Type Commanders.

(7) Provide ACINT briefings to fleet submarines as requested by submarine Type Commanders.

(8) Responsible for security of all classified material within the division.

(9) Ensure all safety regulations and precautions are followed.

(10) Originate correspondence and recurring reports concerning the division and standardize effective administrative and clerical procedures within the division.

(11) Provide photographic equipment and Intermediate Maintenance Activity support to fleet submarines.

(12) Evaluate photographic reconnaissance exercises as requested by the submarine Type Commander.

c. Organizational Relationship. The SSEP Technical Support Division Officer reports to the SSEP Department Head for the performance of duties.

CHAPTER 4

GENERAL REGULATIONS

400 - Purpose and Scope. This chapter contains regulations and guidance concerning administration of this command. Violation of these regulations is punishable following the provisions of the Uniform Code of Military Justice.

401 - Address and Telephone Number. All officers and enlisted personnel shall inform the Administrative Division of their current address and local telephone number.

402 - Alcoholic Beverages. All personnel assigned to Naval Submarine School:

a. If below the age of 21, shall not consume, possess, or purchase alcoholic beverages on board Naval Submarine Base New London.

b. If 21 or older, shall not provide, through purchase or any other manner, alcoholic beverage to minors on board Naval Submarine Base New London.

c. If in a duty status, including supernumeraries, persons in a watchstanders liberty status, or within six hours of assuming duty status, shall not consume any alcoholic beverages.

d. Shall comply with the state laws of any state in which they are present, concerning possession, consumption and purchase of alcohol and providing same to minors.

e. Alcohol possession, possession of alcoholic beverage containers and consumption by all personnel is prohibited in the following Naval Submarine School barracks:

- (1) Basic Enlisted Submarine School (BESS)
- (2) Awaiting Transfer (AWT)
- (3) Awaiting Class Up (ACU)
- (4) Awaiting Submarine School (AWSS)
- (5) "A" School Company

403 - Arrest by Civil Authorities. If arrested or detained by civil authorities, except for minor traffic offenses, all persons shall communicate expeditiously with the Commanding Officer through his Division Officer or Command Duty Officer and state the facts of such arrest or detention.

404 - Berthing. No person will:

- a. Sleep in any spaces or use any bunk during normal working hours, except as authorized by proper authority.
- b. Sleep in or lie on any bunk or berth while clothed in dungarees or working clothes or while wearing shoes.
- c. Sleep or lie on any bunk or berth that is not made up properly with 2 sheets and a spread.
- d. Smoke while sitting or lying on any bunk.

405 - Card Games and Gambling. No person will:

- a. Gamble for money with playing cards, dice, or other apparatus or methods on board this facility.
- b. Engage in any card games or other games during prescribed working hours.

406 - Government Property. No person shall:

- a. Conceal or fail to report to proper authority the loss, removal, destruction, or damage of government property entrusted to his care or custody.
- b. Remove without proper authority from its regular place of stowage or location, for any purpose whatever, any article of government property, including building and fixtures, fire-fighting and first aid equipment, life saving and emergency equipment, and stores and foodstuffs.
- c. Have in his possession on board this facility any article of government property except as may be necessary for the performance of his duty or as may be authorized by proper authority.

407 - Hitchhiking. Hitchhiking by personnel of this command is prohibited. This restriction does not apply to regularly established "Share the Ride" stations.

408 - Industrial Waste Disposal

- a. Industrial wastes and chemical concentrates are not to be dumped in sewage systems regardless of concentration, but disposed of instead by other means so as not to endanger the environment. Contact the Hazardous Material Disposal Officer in the Facility Manager's office for assistance. These wastes are considered to include, but not limited to:

- (1) Freon solvents.

- (2) Dry cleaning solutions.
- (3) Acids, caustics.
- (4) Anti-freeze solutions.
- (5) Paints, thinners, methyl ethyl keystone.
- (6) Monoethonalamine.
- (7) Machine tool lubricants.
- (8) General use solvents (naphtha, alcohol, etc.).
- (9) Corrosion inhibitors (potassium chromate).
- (10) Hydrazine versinate flushing solution.
- (11) Mercury in any form.

b. Every effort shall be made to have diesel engines timed and maintained so as to minimize any contribution to air pollution. The engine shall be fully warmed up prior to loading in order to reduce smoke.

409 - Leave and Liberty. No person shall:

a. Proceed from the confines of this facility for any reason whatever without permission or proper authority.

b. Proceed from the confines of this facility for any reason whatever while knowingly in a restraint status, without permission of the Commanding Officer, the Executive Officer, or in emergencies, the Command Duty Officer.

c. Students will not exceed the below listed liberty limits without proper authorization. Exceeding limits may be approved via special request chit stating destination and one way travel distance.

(1) Overnight Liberty less than or equal to 24 hours - must not travel farther than 50 miles from Groton. Travel to Providence, Hartford, and New Haven is permitted.

(2) Weekend Liberty greater than 24 hours but less than or equal to 72 hours - must not travel farther than 200 miles from Groton which includes as far as Augusta, ME, Atlantic City, NJ, and Binghamton, NY.

(3) Holiday Weekend Liberty greater than 72 hours but less than or equal to 96 hours - must not travel farther than 350 miles from Groton which includes as far as Niagara Falls, Montreal, Quebec, Norfolk, VA, and Pittsburgh, PA.

d. The Armed Forces Liberty Pass (DD Form 345) will be used to control authorized absence (other than leave) of enlisted members (E-3 and below). Liberty pass issue will be in accordance with MILPERS Manual.

410 - Passes, Armed Forces Identification Cards and Leave Papers. Armed Forces Identification Cards (DD Form 2N) are the property of the U.S. Government and shall be kept in the individual's immediate possession at all times, except when surrendered to proper authority for identification or investigation, or while in disciplinary confinement. No person without proper authority shall:

a. Have in his possession more than one properly validated identification card.

b. Depart on liberty without his own properly validated identification card; or, in the case of leave, without his own properly validated leave papers and identification card.

c. Have in his possession a false or unauthorized identification card; or a mutilated, erased, altered, or not properly validated identification card; or an identification card bearing false or inaccurate information concerning a name, grade, service number, or date of birth.

d. Return from leave without depositing his leave papers with the proper authority. Any person returning without an identification card shall report the loss to the OOD in person.

411 - Reports of Offenses. All persons shall report to proper authority all offenses against command regulations, directives and other lawful orders and directives, which may come under observation and which it is their duty to report.

a. Persons placed on report will, if restricted, sign a slip acknowledging that they understand their status. All reports will be made to the Legal Officer, who will enter the circumstances of the offense in the Captain's Mast Book.

b. All offenses will be investigated by the Legal Officer or other officer specified by the Commanding Officer. If the offender is restricted in lieu of arrest, he will not leave the facility without permission of the Legal Officer. The Command Duty Officer will be notified who restricted personnel are and will muster them at intervals designated by the Legal Officer.

c. Mast will be held as soon as possible after the offense has been investigated thoroughly and will follow procedures outlined in the Manual for Courts-Martial. If extra duty is assigned as punishment, it normally shall be served from 1800 to 2000 or as directed by the CMAA. Extra duty will not exceed two hours per day, and uncompleted extra duty will not itself be a cause for restricting a person to the facility.

d. The Command Duty Officer may, in absence of the Commanding Officer, confine persons as necessary to protect the person from possible injury or to ensure the person's presence. Command Duty Officers are cautioned that in every case requiring disciplinary action, it is vital to have witnesses to all questioning and actions.

e. Restricted personnel shall acknowledge such by signing the acknowledgement form.

412 - Fraternization Between Instructors and Students. The integrity of the training system rests on student's confidence that performance is judged with impartiality and fairness. Unduly familiar personal relationships between faculty and student personnel undermine this confidence. For this reason, prohibitions against personal relationships between faculty and student members are common within educational communities. In order to protect the integrity of the training system, unduly familiar relationships between faculty and student personnel (regardless of the existence of a senior-subordinate supervisory relationship between them) are prohibited. This prohibition is separate and distinct from that contained in U. S. Navy Regulations. When prejudicial to good order and discipline or of a nature to bring discredit on the naval service, personal relationships are prohibited between a faculty member and a student assigned to the same training command which are unduly familiar and do not respect differences in rank or grade. Violation of this prohibition may result in administrative or punitive action. See NAVSUBSCOLINST 5370.1 for additional information.

NAVSUBSCOLINST 5400.1C

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CHAPTER 5

WATCH ORGANIZATION

500 - Establishment of Watches

a. Purpose. The Commanding Officer will establish watches necessary for safety, security, and proper operation of the command.

b. Basic Function. The Watch Organization will be developed to perform the following functions:

(1) Maintain physical security of government assets maintained by the training facility.

(2) Guard against disaster such as fire or other acts of God or man.

(3) Reinforce watch standing duties for students and staff instilling high standards of military bearing, conduct and personal responsibility.

(4) Maintain a 24-hour point of contact in the chain of command.

c. Watch Organization and Regulations. Watchstanding organization and regulations are published in NAVSUBSCOLINSTs 1600.6 (series) and 1600.7 (series).